

# ATTENDANCE AND PUNCTUALITY

## PUNCTUAL

- MEANS ARRIVING ON TIME
- ALL LATES ARE RECORDED, INCLUDING LATES TO LESSON
- THE NUMBER OF MINUTES LATE EACH WEEK ARE TOTALLED

**GOOD ATTENDANCE is 96% OR ABOVE**

**BEST ATTENDANCE IS 100%**

**ONE MISSED DAY IS 5 MISSED LESSONS  
TEN MISSED DAYS IS 50 MISSED LESSONS  
MISSED LESSONS MEAN MISSED LEARNING**

St George's School has electronic registration every lesson and afternoon registration. If a student is found to be missing during these registrations parents are notified using an automated system (Truancy Call). These absences are recorded and are also classed as unauthorised. Parents are advised to contact school if/when a student is absent through illness.

**Leave of absence in term time can only be authorised in EXCEPTIONAL circumstances by the Headteacher. The parent/carer of any student who takes a holiday in term time could be issued with a Fixed Penalty Fine of £120.00 per parent/carer per student (this is reduced to £60.00 if paid within 21 days) Application forms for Leave of Absence (in advance) are obtainable from Student Reception.**

Parental notes are required to cover all absences. Where absence gives cause for concern, medical evidence may be required.

High levels of attendance and good standards of punctuality can make a big difference to an employer or college lecturer's view of your son or daughter. Examination results are important, but so is whether or not a youngster will turn up regularly and on time. In reality, exam performance is very closely related to levels of attendance.

**Parents should be aware that Governors have authorised the use of Fixed Penalty Notices for unacceptable levels of absence.**

"Penalty notices may be issued to each person who is a parent of the child, as defined by Section 576 of the Education Act 1996. This may mean that more than one Penalty Notice is issued in respect of a child and it should be noted that each parent has a responsibility to pay their own individual fine".