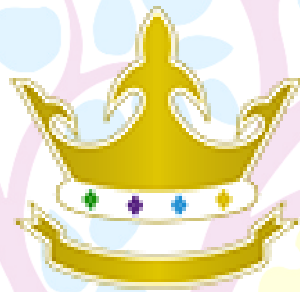


Kingsmead School



Attendance Procedures Guidance (Students)

This procedure should be read in conjunction with Kingsmead School Attendance Procedures for Students and the JT MAT Attendance Policy

Miss Jo Hughes – Attendance Intervention Manager

| | |
|---------------------|----------|
| Date of Last Review | Sep 2023 |
| Date of Next Review | Sep 2024 |

Kingsmead School Attendance Procedures:

These are the Attendance Procedures for Kingsmead School and should be read in conjunction with the JTMAT Attendance Policy which can be located at: <http://resources.itmat.co.uk/policies/JTMAT%20Attendance%20Policy.pdf>

Attendance Target:

The School Attendance Target for 2023-24 School is: 96%.

Members of staff responsible for Attendance:

Senior Leader Responsible for Attendance- Assistant Headteacher Mr Reynolds
Attendance Intervention Manager- Miss Hughes
Attendance Officer- Mrs Gleeson

The Times of the School day are:

Years 7 and 8

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|------------|------------------|------------------|------------|------------|
| 08:30 | Period 1 | Period 1 | Period 1 | Period 1 | Period 1 |
| 09:30 | Period 2 | Period 2 | Period 2 | Period 2 | Period 2 |
| 10:30 | Break | Break | Break | Break | Break |
| 10:45 | Tutor Time | Tutor Time | Tutor Time | Tutor Time | Tutor Time |
| 11:00 | Period 3 | Period 3 | Period 3 | Period 3 | Period 3 |
| 11:15 | | | | | |
| 11:30 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:00 | | | | | |
| 12:30 | Period 4b | Period 4b | Period 4b | Period 4b | Period 4b |
| 13:00 | Period 4c | Period 4c | Period 4c | Period 4c | Period 4c |
| 13:15 | Period 4c | Period 5 | Period 5 | Period 5 | Period 5 |
| 13:30 | | | | | |
| 14:00 | Period 5 | Extra Curricular | Extra Curricular | | |
| 14:30 | | | | | |
| 15:00 | | | | | |
| 15:30 | | | | | |

Timings of the day year 9

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|
| P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am |
| P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am |
| Break 10.30-10.45 am | Break 10.30-10.45 am | Break 10.30-10.45 am | Break 10.30-10.45 am | Break 10.30-10.45 am |
| Tutor Time – Full 10.45 – 11.30 | Tutor time – short 10.45-11.00 | Tutor time – short 10.45-11.00 | Tutor time – short 10.45-11.00 | Tutor time – short 10.45-11.00 |
| P3 11.30-12.30 | P3 11.00-12.00 | P3 11.00-12.00 | P3 11.00-12.00 | P3 11.00-12.00 |
| P4a 12.30-1.00 | P4a 12.00-12.30 | P4a 12.00-12.30 | P4a 12.00-12.30 | P4a 12.00-12.30 |
| P4b 1.00 – 1.30 | P4B 12.30-1.00pm | P4B 12.30-1.00pm | P4B 12.30-1.00pm | P4B 12.30-1.00pm |
| P4C (lunch year 9,10 and 11) 1.30-2.00 | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm |
| P5 2.00-3.00pm | P5 1.30-2.30 | P5 1.30-2.30 | P5 1.30-2.30 | P5 1.30-2.30 |
| End of school day 3.00pm | P6 Enrichment 2.30-3.30 pm | P6 Enrichment 2.30-3.30 pm | End of school day for students 2.30 pm | End of school day for students 2.30 pm |

Timings of the day year 10 and 11

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|
| P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am |
| P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am |
| Tutor - Full 10.30-11.15 am | Tutor - short 10.30-10.45 am | Tutor - short 10.30-10.45 am | Tutor - short 10.30-10.45 am | Tutor - short 10.30-10.45 am |
| Break 11.15-11.30 am | Break 10.45-11.00 | Break 10.45-11.00 | Break 10.45-11.00 | Break 10.45-11.00 |
| P3 11.30-12.30 | P3 11.00-12.00 | P3 11.00-12.00 | P3 11.00-12.00 | P3 11.00-12.00 |
| P4a 12.30-1.00 | P4a 12.00-12.30 | P4a 12.00-12.30 | P4a 12.00-12.30 | P4a 12.00-12.30 |
| P4b 1.00 – 1.30 | P4B 12.30-1.00pm | P4B 12.30-1.00pm | P4B 12.30-1.00pm | P4B 12.30-1.00pm |
| P4C (lunch year 9,10 and 11) 1.30-2.00 | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm |
| P5 2.00-3.00pm | P5 1.30-2.30 | P5 1.30-2.30 | P5 1.30-2.30 | P5 1.30-2.30 |
| P6 Maths yr11 3.00-3.30 pm | P6 Enrichment / P6 2.30-3.30 pm | P6 Enrichment / P6 2.30-3.30 pm | End of school day for students 2.30 pm | End of school day for students 2.30 pm |

Timings of the day year 12 and 13

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|--|--|--|--|
| P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am | P1 8.30-9.30 am |
| P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am | P2 9.30-10.30 am |
| Tutor - Full 10.30-11.15 am | Tutor - short 10.30-10.45 am | Tutor - short 10.30-10.45 am | Tutor - short 10.30-10.45 am | Tutor - short 10.30-10.45 am |
| Break 11.15-11.30 am | Break 10.45-11.00 | Break 10.45-11.00 | Break 10.45-11.00 | Break 10.45-11.00 |
| P3 11.30-12.30 | P3 11.00-12.00 | P3 11.00-12.00 | P3 11.00-12.00 | P3 11.00-12.00 |
| P4a 12.30-1.00pm | P4a 12.00-12.30 pm | P4a 12.00-12.30pm | P4a 12.00-12.30 pm | P4a 12.00-12.30 pm |
| P4b 1.00 – 1.30 pm | P4B 12.30-1.00 pm | P4B 12.30-1.00 pm | P4B 12.30-1.00 pm | P4B 12.30-1.00 pm |
| P4C 1.30-2.00 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm | P4C (lunch year 9,10 and 11) 1.00-1.30 pm |
| P5 2.00-3.00 pm | P5 1.30-2.30 pm | P5 1.30-2.30 pm | P5 1.30-2.30 pm | P5 1.30-2.30 pm |
| P6 Maths Y13 3.00-3.30 pm | P6 Enrichment / P6 2.30-3.30 pm | P6 Enrichment / P6 2.30-3.30 pm | End of school day for students 2.30 pm | End of school day for students 2.30 pm |

Student Absences:

In the event that your child is unable to attend school please contact the attendance office **01543 227324** clearly stating your child's name, tutor group, date of absence and reason for absence. This is required for each day your child is unable to attend.

All students should be on the school site by **08:20** and they **MUST** be at their **first lesson ready to learn at 8.30**. Should a student arrive to lesson/school after this time; they will need to go to the Attendance office in reception to sign in and provide a reason for the late arrival where they will be issued with a pink slip to present on entry to lesson. The reason will then be verified by the attendance officer and a PREP Late issued if required.

Should a pupil have an appointment during the school day, they are to sign out at the Attendance office. The responsible adult collecting the pupil should present themselves to the schools Main Reception. Documentation validating the date and time of the appointment should be provided.

