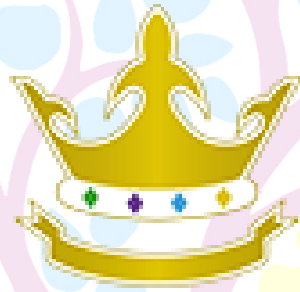# Kingsmead School

Attendance Procedures Guidance
(Students)

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

Ms. Toni Bohn – Attendance Intervention Manager

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.jtmat.co.uk/policies/JTMAT%20Attendance%20Policy.pdf

Attendance Target:

The School Attendance Target for 2021-22 School is: 96%.

Members of staff responsible for Attendance:

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

The Times of the School day are:

Years 7 and 8

Time	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 / 11:15 / 11:30		Period 3	Period 3	Period 3	Period 3
12:00	Period 3	Lunch	Lunch	Lunch	Lunch
12:30	Lunch	Period 4b	Period 4b	Period 4b	Period 4b
13:00 / 13:15	Period 4b	Period 4c	Period 4c	Period 4c	Period 4c
13:30	Period 4c	Period 5	Period 5	Period 5	Period 5
14:00	Period 5				
14:30		Extra Curricular	Extra Curricular		
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** stating your child's name, form, 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. This 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.