

Dear Parent/Guardian

School Attendance Policy

Regular attendance at school is essential to pupils' learning and attainment so they perform successfully in all areas of school life. Class registers are taken electronically twice a day; in addition subject teachers use Lesson Monitor to take a register for each lesson.

Absence from school

All absence must be reported to school by 9.30am each day of absence, either by leaving a message on the 24 hour telephone answer service, or by sending an e-mail to absence@judd.kent.sch.uk explaining the reason for absence and an indication of when the pupil will be returning to school.

Please send in a note with the student on the day they return to school if they have any continuing medical problems. Please also see advice regarding medication in schools.

Please also inform the school in advance of any unavoidable medical appointments by e-mailing absence or by leaving a message on the pupil absence line. It is essential that pupils sign out at reception when leaving the school premises and then sign back in when they return before the end of the school day.

Please ensure that no holidays are booked during term time. Where it is believed there are special circumstances, you must seek permission from the Headmaster before any travel plans are made. In this case, a holiday request form with an explanation for the request for absence would need to be completed at least 4 weeks prior to absence; this form can be downloaded from the school website from the news and info section.

Punctuality

Class Registration takes place at 8.40am. Pupils that miss this registration must sign in at reception.

I am always happy to discuss any attendance issue in person and can be contacted any morning Monday to Friday during the term on 01732 770880 ext. 235.

Yours sincerely

Carol Taylor

Mrs Carol Taylor - Attendance Officer