

Reporting Absence

Regular attendance at school is essential to students' learning and attainment so they perform successfully in all areas of school life. We record attendance using class registers which must be taken, as a legal requirement, twice a day. In addition, subject teachers take a register for each lesson.

Absence from school

All absence must be reported to school by 9.30am on each day of absence, either by sending an e-mail to absence@judd.kent.sch.uk or by leaving a message on the 24 hour telephone answer service, explaining the reason for absence (**not via the 'enquiries' email address or a note in the planner**).

The school must be informed of any foreseeable absence e.g. for unavoidable medical appointments, university visits, work experience placements etc. It is essential that students sign out when leaving the school premises and then sign back in when they return before the end of the school day.

It is the student's responsibility to catch up on the work they have missed due to illness or any other reason.

Punctuality

Form Registration takes place at 8.40am Tuesday to Friday and at 10:10am on Monday. Afternoon registration is at 12:10pm, during Period 4, Monday to Friday.

Students missing registration must go to the School Office to sign in and provide a reason for lateness.

If you wish to discuss any attendance issue, please contact me using the details below.

Yours sincerely,

Mrs Karishma Peermohamed
Attendance Officer
absence@judd.kent.sch.uk
Telephone 01732 770880 ext. 2025