

# ATTENDANCE, ABSENCES & LATES

Full attendance at school is essential for a student to make progress at JFS. The following procedures are to be followed.

- 1 Morning Roll Call**

All students must report to their tutor base at 8.30 a.m. for morning roll call and tutor group meetings.
- 2 Registration**

All students are registered on computer by the teacher at every lesson and tutor group meetings. Heads of Year and Pastoral Support Officers monitor the attendance record of all students in their Year Group.
- 3 Absences**

If you are absent for any reason your parent(s) must give you an explanatory note addressed to the Pastoral Support Officers. On the day of return to School the note should be handed to the Pastoral Support Officer.  
Alternatively, your parents may email the Attendance Administrator at [admin@jfs.brent.sch.uk](mailto:admin@jfs.brent.sch.uk) on each morning of absence giving the reason for your absence.
- 4 Late arrival for an unavoidable reason**

You should bring a note from your parent(s), addressed to the Pastoral Support Officer, giving the reason for lateness. Sign in with Security and take the letter immediately to your Pastoral Support Officer.
- 5 Permission to miss school for a special occasion**

Government guidelines allow the Headteacher to authorise leave during term time ONLY in exceptional circumstances. However, if your parent(s) wish to request leave of absence for a family event or other non-educational reasons, an email addressed to the Headteacher should be sent to [admin@jfs.brent.sch.uk](mailto:admin@jfs.brent.sch.uk) at least a week in advance. The Headteacher will judge each request according to its merits and will reply in writing to your parent(s).
- 6 Permission to miss school for a specialist medical appointment (Exit Permits)**

Parent(s) must write to the Pastoral Support Officer requesting an Exit Permit for the day / time in question. The request for an Exit Permit must be handed in to your Pastoral Support Officer at least 24 hours in advance.