

Attendance Systems Overview

For students and parents, please find an overview of the systems by which we communicate and monitor attendance:

Morning arrival	Morning registration begins at 8:40am. All students should therefore be in by 8:35am at the latest. Sixth form is open for students' optional study in the supervised study are (S6) or common rooms from 8:00am.
Morning registration	8:40am – 8:50am
Morning lateness	Between 8:42am – 8:50am
Lateness for any reason	Any point after two minutes following the start of the lesson.
Truancy	Unexplained and unexpected absence from a lesson, including lateness over 10 minutes. An Academic Concern detention will be issued for any truancy.
Foreseen absence	Students must inform the Sixth Form Student Advisor and provide evidence of their absence 48 hours in advance on 01793 874224 or via email RossouwA@lydiardparkacademy.org.uk
Unforeseen absence	Parents are to inform the Sixth Form Student Advisor of their son / daughter's absence on 01793 874224 or via email RossouwA@lydiardparkacademy.org.uk before 8:30am.
Unavoidable and informed lateness	Students must inform the Sixth Form Student Advisor that they will be late on 01793 874224 or via email RossouwA@lydiardparkacademy.org.uk before 8:30am. The registers for morning arrival close at 8:50am.
Other lateness	Any students that arrive after 8:50am would be marked late and could be entered into a late detention that day if they don't provide a reasonable explanation. Three instances of morning lateness within a week would lead to a full week of 'early morning registration' – arriving at school for 8:00am for five days.