

Attendance Systems Overview

What do I do if I know I am too unwell to attend school?

Your parent or carer must contact the sixth form office before 8:30am on 01793 874224 or via email RossouwA@lydiardparkacademy.org.uk. We will not authorise absence without your legal guardian informing us – it cannot be you that completes this phone call.

What do I do if I can foresee an absence in advance?

You must inform the Sixth Form Student Advisor of your absence 48 hours in advance on 01793 874224 or via email RossouwA@lydiardparkacademy.org.uk.

If the Sixth Form Student Advisor rejects this request for absence they will inform you and you will be expected to attend school. Failure to do so would be treated as unauthorised absence and would trigger an Academic Concern detention.

What would happen if I was absent from school without calling to report my absence?

The sixth form office would call your parent/carers to ascertain your whereabouts.

What should I do if I realise I am going to be late for school?

If it becomes clear on your journey to school that you will be late, you should call the school before 8:30am on 01793 874224 or email RossouwA@lydiardparkacademy.org.uk.

If this number is engaged you should leave a message or continue to call until you get through. If you arrive before 8:50am you will be registered as late, with no further sanction.

What will happen if I am late for school?

If you have informed school in advance and arrive before 8:50am you will be registered as late.

If you are late and do not inform the school that your journey has been interrupted, you will be marked as late and will be required to report to the Sixth Form Student Advisor on arrival to explain your absence. Lateness will be sanctioned with an Academic Concern detention.

If you arrive after 8:50am you will be marked absent for the morning session, having missed the window for morning registration.

What should I do if I am late for a lesson?

If you are more than two minutes late for a lesson, you should politely and quietly knock on the door of your classroom and wait to be addressed by your teacher. They will then invite you into the lesson and will address your lateness at an appropriate time. Lateness beyond 10 minutes will trigger an automatic Academic Concern detention. Repeated lateness will see this consequence escalated.

What if I am late more than once in a week?

If you record three 'lates' within one week at the beginning of the school day, you will be required to complete 'early morning registration' for the whole following week, in which you will be expected to arrive for school at the earlier time of 8:00am. This is in order to break the cycle of poor punctuality and to improve your habits.

How will TPAT Sixth Form monitor our attendance?

Your attendance will be tracked and monitored each half term, and also measured as a year-to-date figure. Each half term attendance meetings will be organised for any students whose attendance does not meet the expectations of the school.