



ATTENDING SCHOOL REGULARY

A GUIDE FOR STUDENTS

ATTENDING REGULARY AND BEING ON TIME

Regular attendance will help you make the most of the opportunities here at Stowmarket High School.

It will help you to:

Keep up with your School work and get the best results you can.

Get a job – employers like people who are reliable and on time.

You should arrive at school in good time for registration. The morning register will be called promptly at 8.50am and the afternoon register at 1.45pm. A warning bell sounds five minutes before these times to tell you that it is time to get registered.

All students that arrive after 9.10am will be marked as an **“unauthorised”** late.

(An accumulation of 6 unauthorised absences will result in a penalty notice being issued)

WHAT TO DO IF YOU ARE LATE

If you arrive during registration, you should go to your tutor room where you will be marked late. If you arrive after registration, you should report to the Attendance office to sign in.