

## ATTENDANCE AND PUNCTUALITY

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Students should assemble on Top Yard by 08:45

Registration is between 08:50 and 09:10

If a student arrives at school after 08:50 they should -

- Go to their registration room if they arrive after 08:50 but before 09:10
- Go to Reception to sign in if they arrive after 09:10
- It is very important for their safety and security that they adhere to these rules

Please try to be punctual.

If a student cannot attend school for any reason, please make sure a parent/carer contacts attendance before 10:00 am on the first day of absence by email using [attendancembs@meole.co.uk](mailto:attendancembs@meole.co.uk) or they can telephone the school number 01743 235961 and speak to reception or leave a message.

The student should bring a note signed by their parent/carer upon their return to school.

As part of the Covid restrictions there is a staggered end to the school day –

Year 7 leave at 15:00

Year 8 leave at 15:05

Year 9 leave at 15:05

Year 10 leave at 15:10

Year 11 leave at 15:10

<p><a href="mailto:attendancembs@meole.co.uk">attendancembs@meole.co.uk</a> to report all absences</p>
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