

## **Attendance Expectations and Routines for Registration**

- It is a requirement for every student to attend Registration.
- Students should be in school and in **Form Rooms for Registration by 8.45am** at the latest.
- If a student is **late**, they must enter the school through Reception.
- If a student has been asked to undertake a task during Registration, **they must register first in advance of this task**, to ensure they obtain their morning registration mark.
- If a student is **absent for a medical appointment or illness**, the Parent or Guardian must notify the School Office by either telephone 01892 521595, letter or email to [attendance@bennett.kent.sch.uk](mailto:attendance@bennett.kent.sch.uk). If possible, please provide medical evidence such as appointment cards/letters etc.
- Students are allowed **3 University Visits per year**; permission forms are available from Mrs Gueran or Mrs Barnard. These must be completed and signed by the subject teachers of the lessons the students are missing, in advance of the visit. The form must then be handed back to Mrs Blake or Mrs Barnard for annotating on the register.
- Students **must remain in school for all lessons and study periods**. Study areas are provided in the Sixth Form Centre, the Learning Resource Centre, W19 and C1.

Students must not leave school until 3.35pm