

Punctuality and Attendance

PUNCTUALITY

- School starts at 8:15am prompt. All students must be in their forms before this time-without exception.
- If you arrive after this time you must sign in at main reception and then report to Mrs Beels.
- All students must attend all lessons and registration on time.
- There will be a sanction for persistent lateness, as it has a direct impact on learning also it causes disruption to the other learners and teachers.
- These sanctions consist of Lunch time detention, after school detention, phone calls to parents and eventually a parent/child meeting.
- Being late for a lesson and form time will be marked as 'L' on the registers and the minutes are recorded.

Punctuality is considered as basic good manners and all students must endeavour to achieve this as it is a good discipline for life.

ATTENDANCE

- All students must attend all lessons, registrations and assemblies.
- If you are unable to attend school you must inform the school by calling: - 01923 231560 EXT 1905 (Mrs Beels) before registration with a valid reason.
- Dental and medical appointments should wherever possible be made outside of school hours.
- If you study any subjects which take place at Watford Grammar School for Boys it is the students/parents responsibility to contact the school directly to inform them of your absence. The number to call is 01923 208900 on the morning of your absence for every day that you do not attend.
- If you are absent from a lesson for any reason; the expectation is that you to catch up with all the work missed. It is your responsibility to collect outstanding coursework from your teachers and arrive prepared for the next lesson.
- It is recommended that you email your teachers for the outstanding work.
- No holidays must be arranged during term time.
- Any request for leave of absence should be addressed to Mrs Beels in writing.
- Driving lessons/tests/Interviews/employment hours must be arranged outside of school hours (study periods are allocated for personal study in school time.)
- If you miss any lessons – you will be questioned and taken to task on this matter.
- Truancy of any variety is unacceptable and there will be consequences for your actions.

- Year 12 students can earn the right to leave site at lunch time, through working conscientiously combined with having exceptional attendance and punctuality. Note well - The school has the right to revoke privilege at any time.
- Year 13 students are permitted to go offsite at lunch time providing they show a pass; this will be monitored carefully - through consistent good school working practise in parallel with outstanding attendance and punctuality. Again this privilege can be revoked at any time.

All students must have over 95% attendance unless there is extenuating circumstances. The reason for this is: - as extensive data demonstrates that high level of attendance has a direct impact on the final results. The students who had consistent high level of attendance out performed their peers with lower level of attendance. It can make up to a grade difference. That is the difference between getting a university place of your choice and not! So why disadvantage yourself.

Contact Details

Head teacher: Mr. Tim Body
Westfield Academy
Tolpits Lane
Watford
Hertfordshire
WD18 6NS

- [01923 231 560](tel:01923231560)
- admin@westfield.academy
- [Contact us form](#)

