

Attendance FAQs

What time is TGS open?

Tiffin Girls' is open from 7.45. Breakfast Club runs in the Dining Hall from 7.45 until 8.15. Students can access the IT rooms from 7.50, and the LRC and form rooms from 8.10. There is an expectation that all students are in school for 8.25 to enable them time to go to their locker prior to morning registration starting at 8.30.

The school day finishes at 15.15, however the LRC is open until 5.00pm.

Students may stay after school as long as they are in the LRC or in a supervised activity with a member of staff.

What should I do if my daughter is absent from school?

If your daughter is absent from school, please ring the school office on the morning of the absence and by 8.30. This aids us in accounting for where your daughter is. Your daughter will need to bring in a note the day she returns from her absence, which details the reason for absence and is signed and dated. This is handed to your daughter's form tutor. Another way to provide an absence note is through the webPortal, and will enable you to report an absence instantly. You can report an absence up to seven days after the day of the absence.

What are TGS' expectations about attendance?

At TGS we expect all students to be in school as much as possible to enable her to participate fully in all aspects of school life. At the very least your daughter is expected to have 95% attendance or above. This is the equivalent of having four and a half days off school for illness in an academic year.

What happens if my daughter is late for school?

If your daughter is late beyond morning registration (8.30-8.50), then she should sign in at the school office. There is an expectation that all students will be punctual to school and there are sanctions in place for students who are persistently late. These can be found in the student planner on p. 19-21, and as part of the Behaviour for Learning Policy on the school website.

What if my daughter needs to leave school for an appointment?

If your daughter has an appointment within school time, for example a non-emergency dental or medical appointment, or a music or dance examination, then a gold 'Absence Request' form should be completed. These can be found at the school office or on the school website. These forms should be completed at least one week in advance of the appointment, and handed to your daughter's form tutor. If this absence is approved, it will be returned to your daughter and she should keep the slip in her planner. This slip should be presented to the School Office prior to her signing out on the day of the absence. There is an expectation that students who have appointments will only miss only a small part of the school day.