School Attendance Arrangements

Our trust-wide Attendance Policy sets out how we encourage and support good attendance and our processes for managing attendance.

Key information to support the implementation of the policy in our school is as follows:

Start of the school day	8.55am
Close of morning register	9.25am
Start of the afternoon session	Rec/KS1: 1.00pm KS2: 1.15pm
Close of afternoon register	Rec/KS1: 1.30pm KS2: 1.45pm
Process for requesting leave of absence	Complete a Leave of Absence form (available from the school office) at least 1 week in advance
Name and contact details of school staff who pupils and parents should contact about attendance on a day to day basis	• Miss Sophie Sloan (Attendance & Welfare Lead) mobile number: 07791732154 • Class Teachers: 01912240222
Name and contact details of school staff who can be contacted for more detailed support on attendance	• Miss Sophie Sloan (Attendance & Welfare Lead) mobile number: 07791732154 • DHTs - Mrs Carolyn Reay/Mrs Rachael Gibson • HTs - Mrs Dawn Day/Mrs Faye Kerr: 01912240222
Name and contact details of school's Attendance Champion	• DHTs - Mrs Carolyn Reay/Mrs Rachael Gibson 01912240222

This information is published on the Attendance page of our school website.

Date: 06 September 2024