

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	8:45
Close of morning register	9:00 (unauthorised lateness from 9:15)
Start of the afternoon session	1:15
Close of afternoon register	1:30
Process for requesting leave of absence	Medical form evidence handed to school office Holiday Forms returned to school office. Any other absence, contact school office.
Name and contact details of school staff who pupils and parents should contact about attendance on a day to day basis	Nikki Fairbairn 01912624130
Name and contact details of school staff who can be contacted for more detailed support on attendance	Lyndsey Warren -Welfare and Attendance Lead Steve Gittins – Executive Head Rich Allon – Head of School 01912624130
Name and contact details of school's Attendance Champion	Rich Allon

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

Date: 03.09.2024