

# Attendance and Punctuality

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8.40-8.50am	Pupils to school
8.50-8.55am	Registration
9.00-12.00pm	KS1 morning session, including break
9.00-12.15/12.30pm	KS2 morning session, including break
12.00pm-12.45pm	KS1 Lunch (EYFS 11.45am)
12.15/12.30pm - 1.15pm	KS2 Lunch Break
1.00/1.15pm	Registration and afternoon session
3.00pm	End of school day

## Punctuality

It is the parents' responsibility to see that their child arrives at school on time each day. It can be stressful for young children if they arrive late.

At the beginning of the day, please bring your child/children to the playground between 8.40am and 8.50am, where they will be supervised until going into class for registration at 8.50am. The school gates open at 8.40am and staff are only available to supervise children from that time. Early Years Foundation Stage pupils are met by the class teacher at the front of the school by the hall.

## Absence

If your child is away from school due to illness, it is important that you notify the school by 9.00am on their first day of absence and each subsequent day. Please call the school on 293261 and leave a message.

If your child becomes unwell whilst at school, we will contact you to arrange for them to be collected. Please ensure we have your up to date contact details at all times.

Leave of absence during term time is not permitted. However, if there are very exceptional circumstances, a request will be considered by the school and the Education and Inclusion Officer for time off for your child during the term. Please complete an application form available from the office and see the policy - their attendance will also be reviewed. Unexplained absences will be followed up by our Education and Inclusion Officer. Important medical appointments are only authorised for travel time and the length of the appointment. Children need to attend school before and after the appointment.