

## Appendix B – Elmstead Wood Primary School Specific Information

The start of the school day is:	8.40am
Registers close at: (Children will then be marked as Late)	8.50am
U codes (unauthorised) are used for children arriving after:	9.30am
The end of the school day is:	Reception & KS1 3.20pm KS2 3.25pm
How to request a leave of absence:	Use the form on our website <a href="#">here</a> .
Concerns regarding attendance should be addressed with:  Any further concerns should be addressed with:	Mrs T. Arnold, Pupil Support Lead  Mrs C. Lewis, Headteacher
The designated senior leader and attendance champion responsible for attendance is:	Mrs C. Lewis, Headteacher
Our school attendance incentives and rewards include:	Class of the week in EY/KS1 and KS2, announced in assembly with a certificate issued in assembly, displayed in the entrance corridor, the attendance teddy bear (KS1) or trophy (KS2) and an individual prize for each child in the class.  Attendance disco - or similar event - at the end of each term for those children with 96% attendance or above.