

## Appendix B – Hayes Primary School Specific Information

The start of the school day is:	8:35am
Registers close at: (Children will then be marked as Late)	8:45am
U codes (unauthorised) are used for children arriving after:	9:15am
The end of the school day is:	EYFS - 3:10pm KS1 - 3:15pm KS2 - 3:25pm
How to request a leave of absence:	<p>The DfE attendance advice published in November 2013 states:</p> <p>Headteachers should only authorise absence in exceptional circumstances. If a Headteacher grants a leave request, it will be for the Headteacher to determine the length of time that the child can be away from the school.</p> <p>To this end, there will be no authorised leave given to children for holidays or travel during term time, except in exceptional circumstances. Such leave will be marked as unauthorised and the matter will be referred to the EWO (Education Welfare Officer) who has the authority to issue a Fixed Penalty Notice.</p>

<p>Concerns regarding attendance should be addressed with:</p> <p>Any further concerns should be addressed with:</p>	<p>As a school we monitor the children's attendance regularly, and analyse the data on a weekly basis. We will implement a staged intervention process, aimed at working in partnership with families, for children who are falling below expectations. We will work together to improve a child's attendance and punctuality, and part of this may involve other agencies such as early help interventions, (Bromley Childrens Project, TAF Framework), the Education Welfare Officer and Social care.</p>
<p>The designated senior leader and attendance champion responsible for attendance is:</p>	<p>Mrs Howell</p>
<p>Our school attendance incentives and rewards include:</p>	<p>Every week, the top classes for attendance in EYFS, KS1 and KS2 will receive the attendance bear for the week. This will be awarded in celebration assembly. Attendance figures are published in each newsletter.</p>