

Once completed, keep this form in a secure file for future reference.

Appendix B – Leasons Primary School Specific Information

The start of the school day is:	Nursery: 8.30am to 3.30pm School: 8.50am to 3.20pm Gate opens at 8.40am for soft start
Registers close at: (Children will then be marked as Late)	Closes at 9.00 anything after is marked with a 'L' mark
U codes (unauthorised) are used for children arriving after:	After 9.15 it is a 'U' code
The end of the school day is:	3.20pm
How to request a leave of absence:	Email admin and Headteacher/Deputy Headteacher will assess attendance@leasons.bromley.sch.uk
Concerns regarding attendance should be addressed with: Any further concerns should be addressed with:	School Office, Gemma Dobbs (Deputy Head) or Sam Turner (PSL) Nicola Nash, EWO
The designated senior leader and attendance champion responsible for attendance is:	Gemma Dobbs (Deputy Head)
Our school attendance incentives and rewards include:	<ul style="list-style-type: none"> ● Leo the attendance bear for the class with the most attendance each week ● Additional playtime for highest attendance and punctuality ● Half termly raffle ● End of year reward