



Attendance Policy Appendix 2 – Edward the Elder

Link Governor for Attendance: Hayley Baker

Senior Attendance Champion:

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| Edward the Elder | Bridget Highman | Headteacher | office@edwardtheelder.org.uk 01902 558765 |
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Attendance Officer/Education Welfare Officer:

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| Edward the Elder | Dawn Roe | office@edwardtheelder.org.uk 01902 558765 |
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The school day for Edward the Elder:

| School | School day starts at: | Pupils must arrive in school by: | Register will be officially closed at: | Register for the afternoon session will be taken between: | School day ends at: |
|------------------|-----------------------|---|--|---|---------------------|
| Edward the Elder | 8.45am | 8.55am (pupils arriving between 8.55am and 9.15am will be marked late) | 9.15am (pupils arriving after 9.15am will be marked with a 'U') | 1-1.15pm for KS1 1.15pm-1.30pm for KS2 | 3.15pm |

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by contacting the school on:

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| Edward the Elder | 01902 558765 |
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