

## Appendix B – St Mary Cray Primary School Specific Information

The start of the school day is:	08:40
Registers close at: (Children will then be marked as Late)	08:55
U codes (unauthorised) are used for children arriving after:	09:15
The end of the school day is:	15:25
How to request a leave of absence:	Ask the office for a leave of absence request form.
Concerns regarding attendance should be addressed with:	Your child's class teacher in the first instance
Any further concerns should be addressed with:	Mrs Bassett
The designated senior leader and attendance champion responsible for attendance is:	Mr Frost
Our school attendance incentives and rewards include:	Weekly class attendance award, individual termly attendance reward (extra play, house points etc.), end of year attendance reward (party, swimming etc.)