

# Attendance and Punctuality

We have an attendance policy that is agreed and strongly supported by Governors. This policy has a clear structure that outlines procedures, followed both in school and expected of parents in order to keep pupils safe and attending school regularly and punctually.

In the paragraphs below are the main points from this policy, a full copy of the policy is available in school. During the coronavirus pandemic the starts and ends of the school day have had to be staggered to enable adults to adhere to social distancing guidelines.

## SCHOOL SESSION TIMES

School Opening: 8:30am. School Closing: 3:10pm. - Total Time: 33.3 hours

### FOUNDATION STAGE

Nursery	Morning	8.30 am – 11.30 am
	Afternoon	12.15 pm – 3.15 pm
Reception		8.30 am – 3.00 pm

### KEY STAGE 1

Year 1	8.30 am – 3.10 pm
Year 2	8.30 am – 3.10 pm

### KEY STAGE 2

Year 3	8.30 am – 3.00 pm
Year 4	8.30am – 3.00 pm
Year 5	8.30 am – 3.00 pm
Year 6	8.30 am – 3.00 pm

At the start of the day, the external school gates will be opened at 8.25 am. School doors will be opened at the allocated times above. If a child arrives at school before their allocated time, there is no staff supervision and the child remains the responsibility of the parent/carer.

At the end of the day, pupils will finish packing away in class, then collect their coats and belongings before leaving the school building to return home. We do ask parents to be patient when waiting for children whilst social distancing and then to disperse quickly when the children come out of the building.