Appendix #1

Yeo Moor School Information

School timings

Our school gates are open from 8.30am.

The classroom doors open at 8.40am.

Students are expected to be on school site at 08.45am ready to start school.

Registration information

Morning register is taken at 8.55am prompt. Registration closes at 9.00am as do the external classroom doors. Any student arriving between 9.00am and 9.15am should report directly to the school office and will be marked as L (late) Any student arriving after 9.15am this time will be coded as 'U' which counts as an unauthorised absence for the morning session.

The afternoon registration takes place at 1.00pm. Any child who arrives into class after 1.00pm will be marked as L (Late)

In the event of your child being absent due to illness, you are responsible for contacting the school before 8.30am on each day of his/her absence. Should we not hear from you and are unable to get hold of you Via the telephone, your child will be marked as 'O' – Unauthorised absence for the day and you may be contacted by Mr Peter Noble, Attendance Officer.

Attendance Officer

Yeo Moor attendance officer is:

Mrs V Zakaria 01275 875607

We are supported by:

Attendance Officer, Mr Peter Noble

Please contact the attendance officer to request a 'leave of absence form'.

Please note

Attendance is reviewed and analysed in sessions.

Attendance Category	20 Week Period	Academic Year
Good	>194 sessions	>368 sessions
Attendance concern raised	180-186 sessions	342-353 sessions
Persistent Absentee	<180 sessions	<342 sessions