

## Appendix B – Midfield Primary School Specific Information

Gates Open at	8.40am
Gates close at (Children will then be marked as Late)	8.50am
U codes (unauthorised) are used for children arriving after:	9.30am
The end of the school day is:	Reception & KS1 3.20pm KS2 3.25pm
How to request a leave of absence:	Please email <a href="mailto:attendance@midfield.bromley.sch.uk">attendance@midfield.bromley.sch.uk</a> with details of your request.
Concerns regarding attendance should be addressed with:  Any further concerns should be addressed with:	Mrs S Hall, Pupil Support Lead  Miss J Major, Assistant Headteacher
The designated senior leader and attendance champion responsible for attendance is:	Miss J Major, Assistant Headteacher
Our school attendance incentives and rewards include:	Class of the week in EY/KS1 and KS2, announced in assembly with a certificate/trophy issued in assembly, displayed in the entrance corridor, the attendance badgers (soft toys) and biscuit treats for the year group.  Attendance reward - or similar event - at the end of each term for those children with 96% attendance or above. If a class gets 100% attendance in a week, they have a non-uniform day the following Friday. Attendance stars are awarded termly for children to wear with pride on their uniform.