

**Attendance Policy**

**School Specific Key Information**

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| School | Westcott Primary School |
| Telephone number | 01482 783576 |
| Email | [admin.westcott@hcat.org.uk](mailto:admin.westcott@hcat.org.uk) |
| Headteacher | Deborah Prescott |
| Strategic School Attendance Lead | Clare Barnett |
| School Attendance Officer | Clare Barnett |
| Designated Safeguarding Lead | Claire Vickers |
| Deputy Designated Safeguarding Lead | Deborah Prescott/Louisa Waldron |
| School SENCo | Katie Thompson |
| Trust Attendance Co ordinator | Jo Beeston |
| Trust Safeguarding Lead | Suzanne Wilson  Suzanne.wilson@hcat.org.uk |

**School Hours**

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| --- | --- |
| **Start of the school day.** | **8:45 am** |
| **End of the school day.** | **3:15 pm** |