



Attendance Statement 2023/24

Meadowfield School Attendance Statement 2023/24

Statement of Intent

Meadowfield School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Good attendance is fundamental to a successful and fulfilling school experience.

The Governors, the Principal and Staff in partnership with parents have a duty to promote good attendance at Meadowfield School. The school will support and encourage parents/carers to enable pupils to achieve their attendance goals.

Please read this statement in conjunction with our Attendance Policy. The school follow and implement legislation and guidance from the DfE and Local Authority including the latest guidance Working Together to Improve School Attendance which was published on 6th May 2022 by the DfE.

Parental Responsibility

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress, emotional and social development and, sometimes, puts pupils at safeguarding risks.

Why is attendance important?

Attending school on a regular basis is key to your child doing well at school, forming social skills and sets them up with good habits from an early age through to adulthood.

It also gives children the opportunity to:

- make friends and feel included
- boost social skills, confidence and self-esteem
- develop their skills to learn new things
- achieve their full potential
- improve their prospects

Small changes can make a big difference

Parents are encouraged to:


- show your child that you think school is important
- not keep your child off school if they are worried or have a problem, you should come and talk to the school; together we can resolve issues and worries
- praise your child's achievements
- recognise that if your child gets into bad habits from an early age, these are hard to break in later life

How good is your child's attendance?

All pupils are expected to attend regularly to be able to access and achieve their full potential at school. It is accepted that some of our pupils have complex medical conditions, but all special schools are expected to achieve 96% attendance by the DfE and Local Authority.

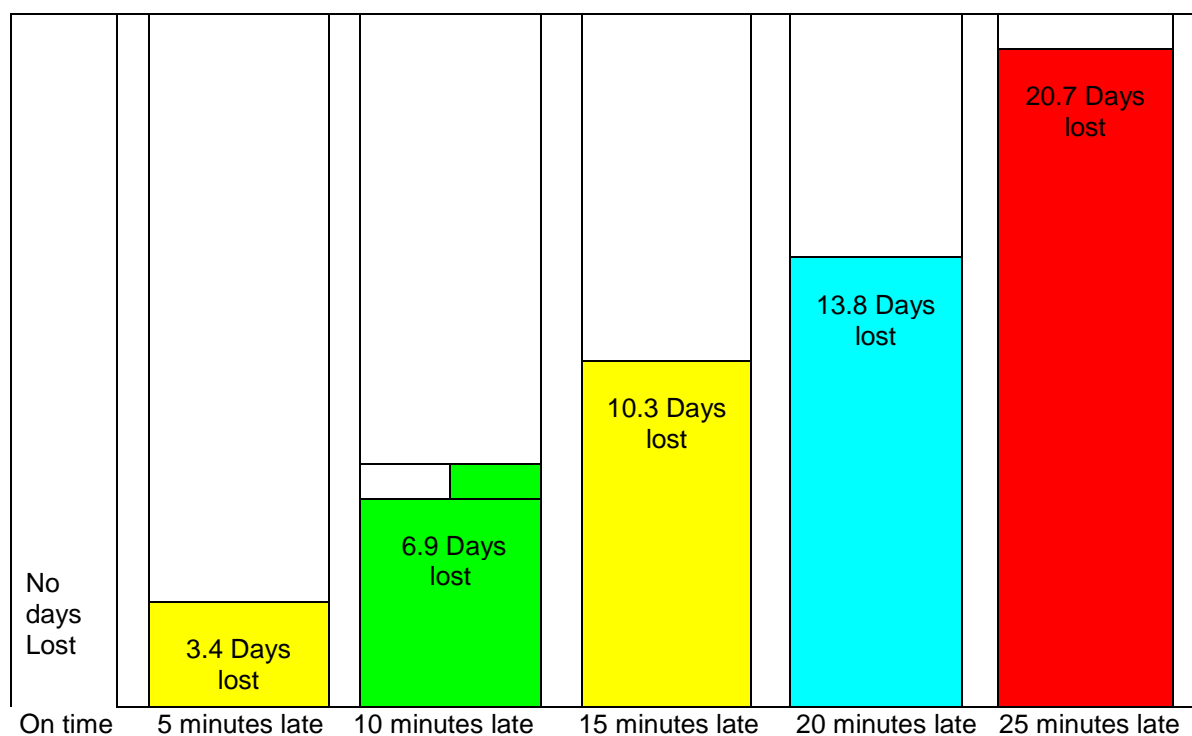
90% attendance might sound good, but...			
90% attendance is the same as:	½ day missed each week	20 days in each school year	a month out of school
So, 90% is not as good as it first seems.			

Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR 						175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments.	
190 SCHOOL DAYS IN EACH YEAR 190 days for your child's education	10 days absence		19 days absence		29 days absence Half a term missed		
	180 DAYS OF EDUCATION		171 DAYS OF EDUCATION		161 DAYS OF EDUCATION		
						38 days absence	47 days absence
						152 DAYS OF EDUCATION	143 DAYS OF EDUCATION
97-100% Excellent	Less than 96% Be Aware		90% Be Aware		85% Worrying	80% Serious Concern	75% Very Serious Concern
Best chance of success. Gets your child off to a flying start	SCHOOL MONITORS Less than expected level of attendance	WORRYING Less chance of success. Makes it harder to make progress				SERIOUS CONCERN Not fair on your child. Referral to Early Help and/or KCC School Inclusion Officer.	

Being late also adds up to a loss of learning

- If you are 5 minutes late every day that adds up to over 3 days lost over each year.
- 15 minutes late is the same as being absent for 2 weeks each year.



Late arrival to school

When your child arrives late at school, they miss breakfast and social time with the class staff and their peers. They may miss the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late.

School begins at 9.00am. After 9.15am a pupil is classed as late and an L code will be recorded in the register, after 9:30am legally the register has closed and the pupil is classed as being unauthorised late and will be marked with a U code.

Please help your child to be punctual.

The school hours are:

Monday – Thursday 9.00am – 3.00pm & Friday 9.00am – 1.30pm (Register closes at 9:30am) -Meadowfield School
Monday—Thursday 9.00am—3.10pm & Friday 9.00am – 1.30pm (Register closes at 9:30am) -6th Form Centre

What can I do to increase my child's attendance?

- Only keep your child at home for *genuine* illness.
- Book appointments after school or during the holidays. Attend school before or after appointments, do not take the whole day off.
- *Avoid* taking holidays in school time.
- Parents and Carers have a responsibility to make sure that their children aged 5 to 16 years attend school regularly, on time and receive a full-time education. 6th Form students must attend regularly or Discretionary Payments they receive could be at risk.

It is the Law

The legal definition of attendance is:

Pupils are expected to attend every day that the school is open

A child registered at a school can legally miss school only in very limited circumstances. These are:

- when your child is too ill to attend
- when the school have authorised the absence beforehand.

For persistent absence or persistent late after the register closes there are legal powers that can be implemented to address the situation.

Please note that if you receive KCC Transport or Payments towards transport these could be a risk of being withdrawn or reduced if your child does not attend on a regular basis.

Authorised Absences include:

- genuine illness
- medical appointments that are not routine appointments that could be arranged outside of school hours
- religious observances
- direct family member bereavement
- absence previously agreed with the school

Unauthorised absences include:

- holidays and family outings, unless prior approval from the school given
- traffic
- unable to get child to school
- birthday celebrations
- oversleeping
- parent appointments or ill health
- Sibling appointments or ill health
- waiting for a delivery
- waiting for a builder, plumber, electrician
- no uniform or uniform not ready

- shopping.

Requesting Absence from School

Any request for absence must be made in writing with an explanation of why the absence is being requested, the start and end dates and the reason for the absence. From 1 September 2013, headteachers have been unable to agree leave of absence during term time unless they are satisfied there are exceptional circumstances and authorised absence cannot be given retrospectively. Please give sufficient time for your request to be considered or the absence will be unauthorised.

If you require any advice, support or guidance, please contact the school office or have a look at the full Attendance Policy on our website.

Reporting to Parents

The school will provide a copy of pupil attendance 3 times per year to parents/carers. The letter will be colour marked:

- Green – Excellent/Good
- Orange -Monitor
- Red – Improvement required

This will give parents/carers a visual understanding of their child's attendance.

Celebrating and Rewarding Achievement

The school will send celebration and reward post cards home to families to enable you to share in your child's achievement..

Roles and Responsibility of the School & Governors

The school and governors will work collaboratively with families, pupils and other agencies to ensure that there are no barriers to a pupil attending school. Where a concern or issue arises, we undertake to investigate proactively and find solutions that allow for the pupil to continue to attend school. Where it is not possible to resolve an issue, the school will liaise with the Local Authority and LA SEN Department to support the family and find a resolution to enable the pupil to access education.

The school has dedicated Attendance and Wellbeing teams who will work with families, school personnel and outside agencies to support school attendance.

The school has robust monitoring procedures in place;

- Daily recording of attendance on SIMS and in tracker logs
- Dedicated Attendance line for absence reporting via both telephone and our home/school communication system, Weduc. The office email is provided to all parents/carers and absence can be reported on this email
- First day contact with parents/carers where a pupil is not in school and there has been no contact with the family
- Contact letters where communication has not been possible over the telephone, text or email
- Termly attendance is reviewed with the Attendance Officer, Attendance Lead and Assistant Principals for all pupils, particularly those below 95%
- Where pupils are below 95% attendance, depending on the reason for the fall in attendance, the following procedures are followed:
 - **Stage 1** - Standard letter sent home alerting parents that the pupil has fallen below 95% and advising that an improvement in attendance is expected together with an invitation to contact the school to discuss the level of attendance and any support that may be needed..
 - **Stage 2** - If there has been no improvement in attendance a second letter is sent home advising that medical evidence is required for all further absences. The letter will include an invitation to contact the school to discuss the level of attendance and any support that may be needed.
 - **Stage 3** – The Assistant Principal will telephone the family to discuss attendance and expectations and offer any support necessary to facilitate better attendance.

- **Stage 4** – Parents/carers are sent a letter requesting their attendance at a meeting with the Attendance Officer and Assistant Principal. The LA School Liaison Officer will be invited if appropriate.
- **Stage 5** – Either referral to Early Help or LA School Liaison Officer, dependant on the reason why attendance has not improved. A Pathway 5 will be completed by the Attendance Officer.

At all these stages the school will work with and support families and pupils to ensure that help, support and guidance are being offered to facilitate school attendance. Depending on the reasons why attendance is below the expected level or is not improving, the stages of attendance action protocols can change to benefit the pupil.

For persistent absence pupils, those below 90% or severally absent pupils, those below 50% we will work with families, school staff and the KCC School Liaison Officer to remove barriers for attendance at school.

We understand that some pupils have complex medical conditions and these will always be taken into consideration with regards to attendance.


The school will send out its Attendance leaflet at the end of every term to ensure that attendance remains a visibly seen priority and is actively being encouraged, whilst providing families with the information necessary to seek assistance or support wherever required.

Our link governor meets with the Attendance Officer termly to review attendance and procedures and reports back to the governing body.

The Attendance Lead will provide a report to the governors three times per year, Term 2, 4 and 6, summarising the school's overall attendance.

Meadowfield School believes that by working together we can improve attendance. Through the school values we promote a positive, strong ethos to attendance – every day counts!

All our procedures and monitoring protocols are designed to ensure that – every child and their family matters!

 School Policy Approved by Leadership Team	
Policy Adopted	Date: September 2023
Policy Approved	Date: 29 th November 2023
Next Review	Date: Academic Year 2023/24