Attendance Statement 2025/26

Meadowfield

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

Meadowfield School Attendance Statement 2024/25

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 and overcome barriers to attend and enjoy school.

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 regulations, The School Attendance (Pupil Regulations) (England) Regulations 2024 and guidance, Working Together to Improve School Attendance which were published in August 2024.

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:

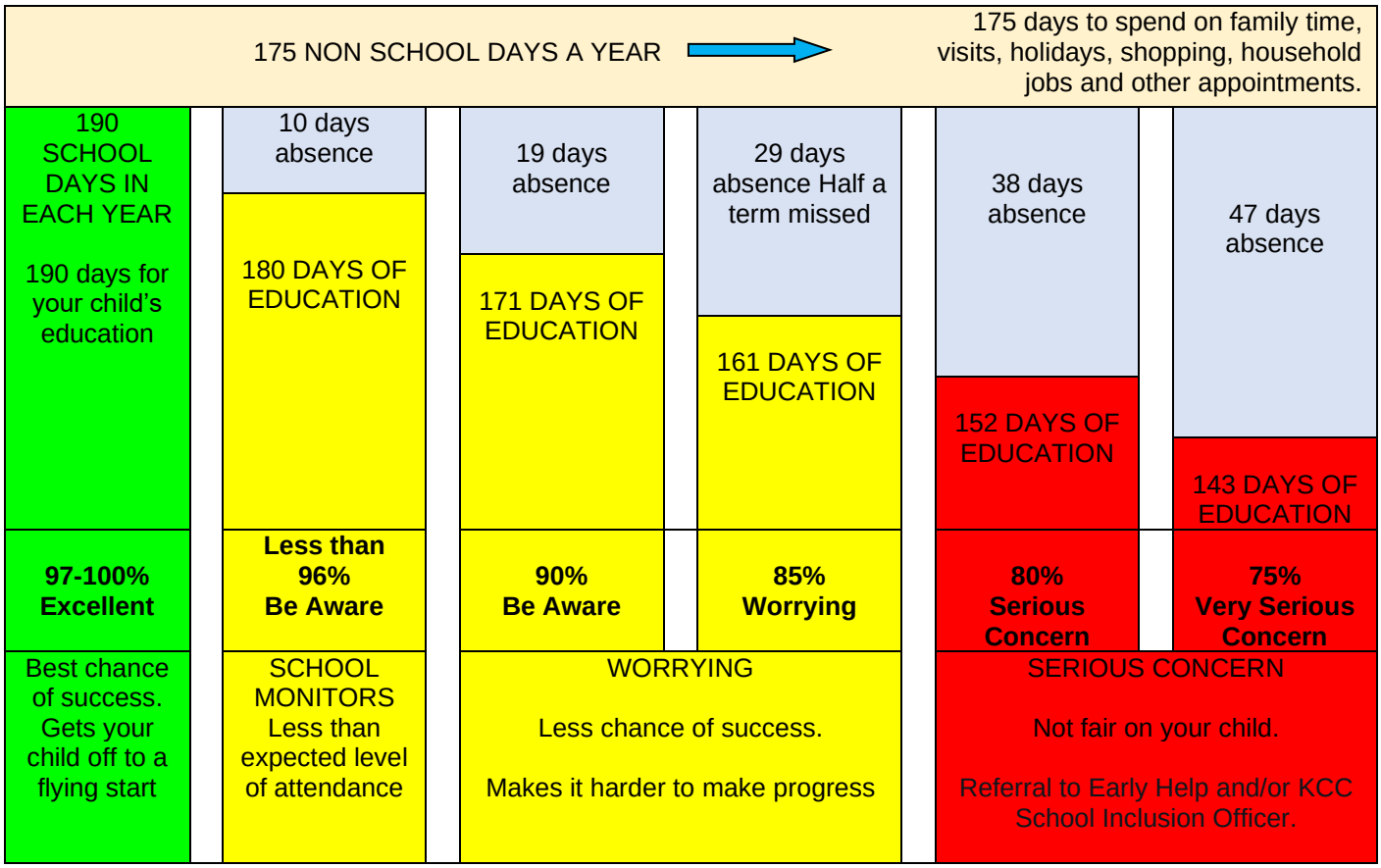
- show your child that you think school is important
- not keep your child off school if they are worried or have a problem, you should come and talk to the school; together we can resolve issues and worries
- praise your child's achievements
- recognise that if your child gets into bad habits from an 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 pupils have severe and complex medical conditions.

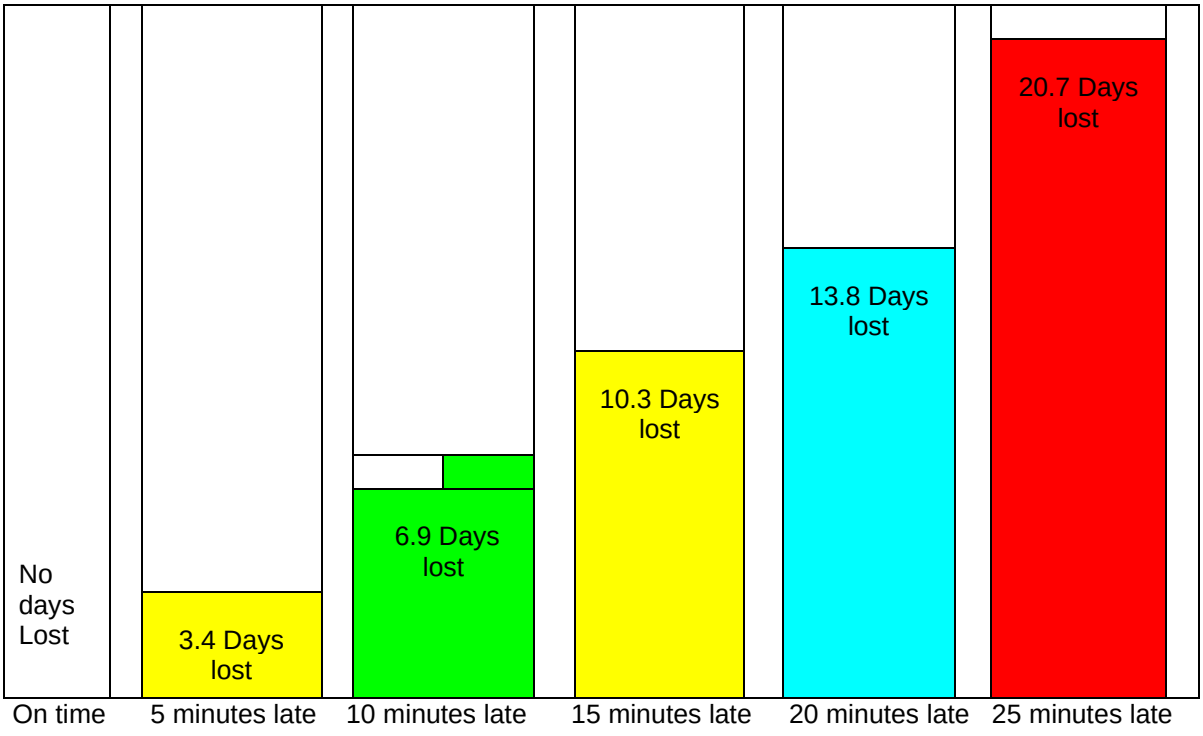
90% attendance might sound good, but…			
90% attendance is the same as:	**½ day missed each week**	**20 days in each school year**	**a month out of school**
So, 90% is not as good as it first seems.			

Days off school add up to lost learning



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 9.30am a pupil is classed as late and an L code will be recorded in the register, after 9:45am legally the register has closed and the pupil is classed as being unauthorised late and will be marked with a U code.

Our cohort requires pupils to be accompanied from the car park to class and this can cause a delay in the pupil arriving into class, therefore a pupil who is in the car park at 9.00am but arrives in class via the primary or secondary gate will not be coded as late. However, a pupil who arrives after the primary/secondary gates close and enters via reception will be coded L or U.

These codes are not school codes, they are the legally set DfE codes.

Please help your child to be punctual.

The school hours are:

Meadowfield School Main Site & Sunny Bank Satellite		**Meadowfield 6th Form Centre**		**Meadowfield Fulston Satellite**	
Day	**Time**	**Day**	**Time**	**Day**	**Time**
Monday – Thursday	9.00am – 3.00pm	Monday – Thursday	9.00am – 3.10pm	Monday – Thursday	9.00am – 3.00pm
Friday	9.00.am – 1.30pm	Friday	9.00.am – 1.30pm	Friday	9.00.am – 1.15pm

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 and Universal Credit received could be at risk.

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/severe 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 Personal 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 in exceptional circumstances with prior approval given by the school
- traffic unless there is an area wide known issue
- unable to get child to school

- birthday celebrations
- oversleeping
- parent appointments or ill health
- Sibling appointments or ill health
- Parent disputes/concerns with the school
- 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 needs to 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. Under the current regulations, headteachers are 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 Registrations twice per year to parents/carers. The following percentages indicate where your child's attendance sits with DfE expectations and this will also be included in the accompanying letter:

- +96% – Excellent/Good
- 95% - 90% - Monitor
- Below 90% – Improvement required classed as persistent absence
- Below 50% – Improvement required classed as severe absence

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

Celebrating and Rewarding Achievement
The school will send bi-monthly celebration and reward postcards home to families to enable you to share in your child's achievement. There are two types of postcards:

- Excellent – this is for excellent attendance where the percentage meets the expected level
- Improved – this is where attendance has improved from the previous bi-monthly analysis. However, the overall level may still be below the expected level

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.

All attendance is led by Liz Hymus, Deputy Principal & Lead DSL who is the school's Senior Attendance Champion and is a member of the school's Senior Leadership Team.

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 analysed by the Attendance Officer and reported to the Senior Attendance Champion
- Termly attendance is reviewed with the Senior Attendance Champion 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 may be implemented:

    - **Stage 1** – A letter may be sent home alerting parents/carers that the pupil has fallen below the expected level 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 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 Assistant Principal.
    - **Stage 5** – Parents/carers are sent a letter requesting their attendance at a meeting with the Senior Attendance Champion and Assistant Principal. The LA Attendance Service will be included, if appropriate.
    - **Stage 6** – Either referral to Early Help or LA Attendance Service, depending on the reason why attendance has not improved.

In addition to attendance, punctuality is also monitored under the same procedures above.

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 be changed or reordered to benefit the pupil and individual circumstances of each family are considered.

Although 6th Form students are non-statutory school age the school continues to monitor, analyse and follow up attendance using the same principals of support and expectation as those used for our statutory school age pupils.

Encouraging good attendance and punctuality forms part of our Preparation for Adulthood and can have an impact on college placement applications.

The 6th Form Centre use the following procedures to monitor and improve attendance:

- First day calling
- Follow up contact where communication has not been successful on first day via telephone, letter or home visit
- Analyse attendance termly – the Assistant Principal is provided with attendance data and will review the levels.
- Actions – where there is a concern, the Assistant Principal will contact the family via telephone to discuss any barriers to attendance or support the school can put in place. If there is no improvement to attendance the family will be sent a letter inviting them to a meeting with the Assistant Principal. The third stage, would be to invite families to attend a meeting with the Assistant Principal and Senior Attendance Champion.

For persistent absence pupils, those below 90% or severely absent pupils, those below 50% we will work with families, school staff and the KCC Attendance Service 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 every seasonal term (Term 1, 3 & 5) 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 Senior Attendance Champion termly to review attendance and procedures and reports back to the Governing Body.

The Senior Attendance Champion will provide a report to the Governors twice per year, Term 3 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!

Statutory Policy **Approved by Governors**	
Policy Adopted	Date: September 2025
Policy Approved	Date: Awaiting Approval
Next Review	Date: Academic Year 2026/27