



Attendance Policy

Date: November 2020

Review date: Autumn 2021

1. What Meadow Park expect

- Pupils to achieve 90% or above attendance
- Positive communication between our pupils parents/carers and school staff with updated contact details provided immediately when they change
- Holidays and any medical appointments to be booked outside of school hours when possible. School does NOT authorise holidays

2. Roles and Responsibilities

- It is the role of Meadow Park staff to work closely with our pupils and their parents/carers to improve or maintain good attendance and punctuality.
- We will set achievable targets for pupils with less than 90% and reward for 90% and above attendance.
 - We will regularly monitor attendance and punctuality and inform parents/carers when their child is absent on a daily basis
- We will always request medical evidence to support any absence due to illness. It is the parent/carers responsibility to request this and send it in with your child on their first day back to school following any absence
- Our Attendance lead will attend fortnightly meetings with School Attendance Service (SAS)

3. The Legal Framework

STAGED ACTION PLANNING & FIXED PENALTY NOTICES

- In response to poor attendance, Meadow Park are expected to follow a certain procedure for each and every pupil:
 - Stage One (In School)
A pupil has been identified with concerns regarding his/her attendance at school. Initial actions will be for staff and parents/carers to liaise regularly and help make the necessary improvements.
 - Stage Two (Consultation)
The pupil's attendance continues to be of concern.

The pupil's name is entered onto a "List of concern" for discussion between nominated member of school staff and School Attendance Improvement Officer at planned liaison meetings.

- Stage Three (Referral for advice of Assessment)

Information is sought from School Attendance Support staff and Persistent Absence visits completed. Routine enquiries or initial assessment will be recorded following which further discussions between School and School Attendance Improvement Officer is planned.

- Stage Four (Allocation to School Attendance Service)

Key worker status is undertaken by the School Attendance Service for planned work over an agreed 6 week time scale. Other agencies are involved as appropriate.

- Stage Five

Concern regarding attendance continues following the planned intervention by all relevant agencies. SAS and School will agree the appropriate action and if the statutory process is to be followed e.g. Section 444 of the Education Act, proceedings and/or consideration of an Education Supervision Order.

- Fixed Penalty Notice Warning

A Fixed Penalty Notice Warning letter will be issued after 4 unauthorised sessions of absence (2 days) for an individual pupil. This should provide ample time to change the procedure progressing to a Fixed Penalty Notice

- Fixed Penalty Notices

A Fixed Penalty Notice will be issued after 10 unauthorised sessions of absence for an individual pupil, during a 10 week period.

In our attempt to avoid this procedure and promote attendance improvement we will be consistent in our approach to challenge poor attendance, punctuality and communication and reward good attendance and punctuality.