



Meadow Park

Patience, Guidance and Determination

Attendance Newsletter

At Meadow Park we have a very strong stance on good attendance and regular attendance is expected. Children cannot succeed if they are absent from lessons, and it is a legal obligation for parents to ensure that their child attends every day. **It is vital that your child aims for 100% attendance.**

The reasons for this are:

Pupils learn best and receive the most from school when they are there. It is important to avoid missing valuable lesson time and falling behind.

Employers / Colleges also place great emphasis on consistent attendance and good punctuality.

Registers are completed electronically both in the morning (9am) and in the afternoon. If your child is ill and unable to attend the school, please contact us as soon as possible. Medical evidence must be provided if your child is absent for more than three days.

Unless the school has already been notified every morning of absence, parents will receive a phone call or text message. When leaving a message that your child is going to absent, please let us know the reason. You may receive a phone call from the Attendance Team for more information. School will decide whether the absence will be authorised.

Truancy from school or failure to provide a reason for absence will result in the school coding the absence as unauthorised. This in turn could lead to the issuing of a Fixed Penalty Notice (£60 per parent), rising to £120 if not paid within 21 days. If this is not paid, this could result in the Authority commencing proceedings in the Magistrates Court for the offence of poor attendance.

HOLIDAYS DURING TERM TIME

Parents must not take students on holiday during term time and the school will not grant permission for this. A Fixed Penalty Notice will be issued for any holiday during term time.

“Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances” (Department of Education 2013)



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PUNCTUALITY

Your child is expected to be in the school no later than 9am each morning. Registration starts at 9am and they should meet with their class to receive any messages regarding the school day. After 9am pupils will need to enter school through the secondary entrance reception where s/he will need to sign the late register. If a student is late, they will need to attend R&R after school. Repeatedly being late may result in a Fixed Penalty Notice being issued and you will need to attend a meeting in school to discuss this.

MEDICAL VISITS

Medical appointments which are not a medical emergency, whenever possible should be made out of school hours. Occasionally students will need to leave the school during the day for hospital appointments. Pupils must bring in their appointment letter to school to show the class teacher in advance. It must have on it who will be picking them up from school. The member of staff teaching them at the time will then be aware that they need to report to go home. Pupils will need to be picked up by a parent/carer who has signed the letter.

REQUEST FOR MEDICAL EVIDENCE

If your child is absent for three or more days you will need to provide medical evidence i.e., doctor's note, Walk in letter or prescription.

If your child has two or more episodes of absence in one half term, you will need to provide medical evidence for future absences. If this is not provided the absence will be kept unauthorised and referred to our Education Welfare Officer. If your child is persistently absent, we will need medical evidence for each absence. A pupil is classed a persistent absentee **if they miss 10% of sessions or more, has 90% or less attendance.**

HOME CONTACT DETAILS

In light of the above, it is essential that we are able to contact parents at the earliest opportunity. Please ensure that all contact details are correct including emergency phone numbers and email addresses.

If you have any questions regarding the above, please contact Mrs Mather, Attendance Officer.

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