

Meadowfield Primary



ATTENDANCE PROTOCOL

Updated October 2025

Introduction

Education is important. Missing school means missing out. Children should be at school, on time and ready to learn, every day that the school is open. We know they are sometimes poorly or unhappy, but we all have to work together to get them back into school as soon possible.

When your child is absent, Parents/Carers should contact school on 0113 323 0010 to let the Oasis know the reason why they are not in school. If we do not hear from you, the Oasis will try to find out why. If there is a special reason they can't be on time because of any Special Educational Needs, we will understand and help with this.

All children have a school agreed target of 95% attendance.

We are part of Red Kite Learning Trust and work with them and other external services to improve attendance.

The senior leadership attendance champion in school is Mrs Stout; the attendance leader in school is Mrs Elsom.

How do we monitor your child's attendance?

If your child is absent from school, first we will phone you. If we have no response, we will complete a home visit.

95% or above	Your child's attendance target
Below 95%	Child's attendance is monitored by school
Below 90%	Child is considered a persistent absentee

100%	95%	90%	85%	80%	75%
Good Best chance of success		Worrying! 30 hours of maths missed 45 hours of English missed 15 hours of playing with friends missed 12 hours of PE missed		Serious concern - possible court action 50 hours of Maths missed 75 hours of English missed 25 hours of playing with friends missed 20 hours of PE missed	

Aims

We want

- Everyone to work together to make sure your child is in school learning
- For them to feel safe, secure and valued
- To celebrate success and achievement in their learning
- For everyone to know how important good attendance is
- To know when they are absent and why, so that we can help

Expectations

Children have a responsibility to come to school, be kind and do their best in their learning.

We expect your child to:

- Respect themselves and others
- To try their best to be here every day and on time
- To tell a trusted adult if they are being bullied
- To be kind and friendly to other children
- To be happy, and help others to be happy, healthy and safe

Parents and Carers should help their children get to school every day and on time.

Parents/Carers should:

- Give school two phone numbers that work
- Try to make appointments outside of school, or bring their child in to school before and after appointments
- Make sure your child is here every day and on time, and in uniform
- Work with the Oasis if there is a problem
- Support your child and celebrate their successes and achievements

We will make school a happy place where they can learn what they need to learn. We will work with you and your child to help their attendance. We will keep a record of any absences or lates, and the reason for them.

To help families we will:

- Make school somewhere children want to be
- Teach children about being here every day and on time, and about how important attendance is for their learning
- Track their attendance so that we can see if you need help
- Talk to, and listen to, Parents and Carers
- Help children who come back to school after being absent
- Make learning and clubs fun, so they want to be here
- To celebrate good and improving attendance

Routines and Record Keeping

Authorised absences are when there is a good reason for being absent, for example being very ill, having a hospital appointment, or if permission is received from school.

Unauthorised absences are when you do not have a good reason. This includes going on holiday during term time. You will need to complete an exceptional circumstances form (please note we do not authorise term time holidays) this means you might get a fine and have to pay £80 per parent per child.

Persistent Absentees - less than 90% attendance

The Oasis will watch everyone's attendance. Anyone who dips below 90% will get support from the Oasis to improve this.

Daily Procedures

- The classroom doors open at 8.45am and the teacher takes the register at 8.55am. The Oasis check who is absent.
- Children who are late after 8.55am report to the Daisy Gate where you will be asked why they are late. Children who are late disrupt the class and miss vital teaching time. It can also make them feel embarrassed to arrive when lessons have started, so please arrive on time.
- Children arriving after 9.10am come to the main office.
- Children arriving after 9.30am, without an authorised reason, will get an absence mark

LATENESS = LOST LEARNING (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost
10 minutes late each day	6.5 days lost
15 minutes late each day	10 days lost
20 minutes late each day	13 days lost
30 minutes late each day	19 days lost

All the staff work together to help with attendance.

Safeguarding

- The Oasis check attendance every day
- The teacher will talk to the Oasis if they are worried about your child's attendance
- The Oasis will phone Parents/Carers if children are absent to find out why
- If children are absent for three days, and the Oasis are worried about the reason why, they will complete a home visit, though this can be sooner if they have any concerns.

- The Oasis might get help from other organisations, like the Police, Cluster, Social Care or SENDIASS, if they are worried about your child's attendance.
- If your child's attendance is poor, school must notify the local authority and Parents/Carers might get a fine (this means you have to pay money)

Strategies used to promote good attendance

- Parents/Carers will be given a leaflet about attendance every year
- Application of the Tier system:

Tiers	Percentage	Criteria
Tier 1	100% - 95%	No attendance issues. Attendance above 95% (we adjust this benchmark as the school averages/targets change). Monitored/praise by class teacher/teaching assistant. Pushed for 100% attendance.
Tier 2	94.99% - 92%	Attendance between 92-95% or below that but an atypical, authorised absence. For example, a holiday which has been fined for a usually perfect attender, a illness/operation that was genuinely serious, a known serious medical condition. This tier is for moderate attenders who could improve or for one off big absence, in an otherwise perfect attending student. Monitored/praised by class teacher/teaching assistant. Push for otherwise 100% attendance.
Tier 3	91.99% - 88%	Attendance between 88-92% due to broken weeks and low-key frequent absences. Persistent Absence Prevent approach – discussed in ACT meeting
Tier 4	87.99% - 80%	Attendance between 80-88 due to broken weeks and low-key frequent absences. PA Recover approach – discussed in ACT meeting
Tier 5	79.99% - 60%	Attendance between 60-80%. PA Active group. Referral to cluster
Tier 6	59.99% - 40%	Attendance below 60%. Severe Absence; Entrenched PA Group- work with cluster
Tier 7	39.99% - 10%	Deeply entrenched absentees/school refusers but are engaging with cluster or other support mechanisms. Severe Absence; Entrenched PA Recovery
Tier 8	9.99% - 0%	Absolute school refusers. Severe Absence; Entrenched. No movement despite intervention. No engagement with offers of support. School Refusal.

- The Oasis will send Parents/Carers a letter if they are worried about a child's attendance. If it doesn't improve, Parents/Carers will be asked to come to a meeting.
- Every half term, congratulation emails or Dojo's are sent to Parents/Carers if their child achieves over 95%.
- Every week, thank you dojo's will be sent to Parents/Carers if their child has attended school every day the previous week.
- The online Oasis Newsletter provides information regarding attendance.
- Every half term, an attendance assembly is held. This provides opportunities to discuss the reasons why attendance is important and also celebrates all children who have achieved outstanding attendance and children who have the most improved attendance will receive a congratulations certificate and a prize. In this assembly the attendance mascot visits.

- At the end of the school year certificates are awarded to children achieving outstanding attendance and the children who have the most improved attendance. The awards are presented during a special Attendance Assembly.
- Every Monday in assembly, the Oasis award the highest attending class who have achieved 95% attendance or above, with a certificate, an extra playtime, a special breakfast and a non-school uniform day. Any class who has achieved 95% or above will receive a certificate and an extra playtime.
- An attendance board in school, where classes race to be the best attending class and win a whole class treat at the end of term, for example a pizza party.
- A golden ticket is given to one child per class for attending every day the previous week, this lets you be first in your lunch line every day that week.
- An Early bird raffle prize is given for attending every day on time the previous week.
- An attendance day trip in the summer term for children who have outstanding attendance and children who have the most improved attendance
- The Oasis will look at how they can help families if attendance is a problem

Parents/carers can support the attendance team by

- Having good bedtime and wake up times
- Having good routines for being ready for school
- Showing your child that attendance is important
- Asking school for help if your child does not want to come school
- Talk to your child about their learning and time at school
- Making sure your child only has time off when they really need to