



Mr. A. Done

08 September 2026

Head of School



**Artsmark
Silver Award**
Awarded by Arts
Council England





Masefield Primary School

Masefield Road, Little Lever, Bolton, BL3 1NG



CEO

Mrs. L. Whittaker

Headteacher

Mr. A. Done

Attendance & Punctuality Flowchart

ATTENDANCE PROCEDURES

Parents must contact school by 10am on each day of absence.



When your child's absence reaches 15 sessions (7 and a ½ days) you will be contacted and your child's attendance will be monitored.



If absence reaches 20 sessions (10 days) you will be contacted by the School Attendance Officer to discuss any ways that school can support parents.

A 'Notice to Improve' may be issued if the absences are unauthorised.



Where there are still concerns regarding attendance, these will be referred to the Head of School.

A referral could be made to the Early Intervention Team which may result in a fine or legal action.

LATENESS PROCEDURES

As part of safeguarding children, if a child arrives after 8.50am parents must accompany them to the school office and sign them into school.



If a child is late twice in a week the class teacher will discuss this with you and punctuality will be monitored.



If lateness continues or there have been a number of late marks throughout the half term you will be contacted by the School Attendance Officer.

Where there are still concerns regarding punctuality, these will be referred to the Head of School

Please note that where school is not contacted about an absence or a valid reason is not provided, this may result in the absence being recorded as unauthorised which can result in a fine.



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