



Masefield Primary School

Masefield Road, Little Lever, Bolton, BL3 1NG



CEO

Mrs. L. Whittaker

Headteacher

Mr. A. Done

01 September 2025

Attendance & Punctuality

At Masefield, our aim is to provide every child with the best possible start in life. By making sure that your child attends school every day, you are ensuring that your child has the best possible opportunities to learn the skills they will need to succeed. Poor attendance damages your child's educational achievement and their future prospects. The staff at Masefield are here to support parents in any way we can with regards to attendance and punctuality.

Research has shown that 90% of persistent non-attenders fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all. Expected attendance is at least 95%.

Punctuality is also important: if your child is just 10 minutes late each day, it equates to approximately 6 days per year. This can have a huge impact on your child's basic skills, communication and social development. As well as this your child misses the start of their learning and this can be unsettling for the rest of the day.

Overleaf you will find an outline of our procedures for maintaining excellent attendance and punctuality.

We would like to thank you in advance for your ongoing support. Please do not hesitate to contact school if you have any further questions or queries.

Thank you for your ongoing support,

A. Done

Andy Done

Head of School



01204 333714



office@masefield.bolton.sch.uk



www.masefield.bolton.sch.uk



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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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