

Masefield Primary School

Masefield Road, Little Lever,
Bolton, BL3 1NG

Tel: 01204 333714

Fax: 01204 333531

office@masefield.bolton.sch.uk

www.masefield.bolton.sch.uk

School Twitter: @MasefieldCP



Executive Headteacher: Mrs L Whittaker

Head of School: Mr A Done

Punctuality and Attendance

Dear Parents/Carers,

We are writing this letter about attendance to provide you with a clear outline about absence procedures and the School and Local Authority responses to poor pupil attendance. **Unbroken attendance at school is important for children to learn, make good progress, achieve their full potential and have the best possible life chances.**

Punctuality

At Masefield registration starts at 8.40am every day and **doors close at 8.50am**. Pupils who arrive late are greatly disadvantaged because they miss starting the day with their peers and picking up important messages. Pupils who miss the start of a lesson are disadvantaged as they miss recap of prior learning and instructions for that lesson. There is a clear link between attendance and achievement. Lost learning time due to lateness is obviously something that we want to avoid.

We have seen a big increase in pupils arriving later – this is unfair on the child arriving late, the other children in the class whose learning is interrupted, the teaching staff who need to re-teach learning and the office staff who need to change registers and lunch numbers.

We are required to monitor pupil punctuality and attendance. Lateness (after the registers close) is classified as an unauthorised absence, and therefore will be coded with a U code. High levels of unauthorised absences or poor punctuality can result in a referral to the Early Intervention Team and/or trigger Fixed Penalty Notice procedures.



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Attendance

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%.**

We expect every child to have as close to 100% attendance as possible and we continuously monitor attendance.

98% attendance = approximately 4 days absent from school

95% attendance = approximately 10 days absent from school

90% attendance = approximately 4 weeks absent from school

85% attendance = approximately 6 weeks absent from school

80% attendance = approximately 8 weeks absent from school

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



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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.

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.



2021-2024