



Monksdown Primary School Attendance and Punctuality Policy

Chair of Governors:	Mr Martin Reynolds
Headteacher:	Mrs Jackie Price
Designated Attendance Lead:	Mrs Gill Stewart
Date of adoption:	September 2025
Date of next review:	September 2026

Introduction

Monksdown Primary School recognises the link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within Monksdown Primary School to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. As a school we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

As a school we define regular attendance as 97% or above.

As a school we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding and behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance "Working Together to Improve School Attendance" (Statutory Guidance from August 19, 2024)

2.0 Aims

- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school.
- Raise the profile of attendance and punctuality amongst the school community
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration for all pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

3.0 Legal Framework

This policy is based on the Department for Education statutory guidance "Working Together to Improve School Attendance"

The guidance is based on the following legislation

- The Education Act 1996
- The Education and Inspections Act 2006

4.0 Roles and Responsibilities

4.1 Governance:

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring that the school has high aspirations
- Regularly analysing attendance data and reviewing the school's performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy

The link Governor responsible for attendance is Mr Josh Cliff who meets with DAL at least termly to review data and actions.

4.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority

Ensuring effective communication with ***parents** for all pupils where there are barriers to attendance

** Section 576 of the Education Act 1996, the definition of a parent under education law defines "parent" as:*

- (a) All natural (biological) parents, whether they are married or not;*
- (b) Any person who, although not a natural parent, has parental responsibility for a child or young person;*
- (c) Any person who, although not a natural parent, has care of a child or young person.*

- 4.3 The role of the Designated Attendance Lead - **Mrs Gill Stewart**
- The designated attendance lead is responsible for:
 - Leading attendance across the school
 - Offering a clear vision for attendance improvement
 - Ensuring all staff are aware of their role in supporting pupil attendance
 - Evaluating the effectiveness of the school's process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeted intervention and support to pupils and families

5.0 Promoting regular Attendance at Monksdown Primary School:

This is everybody's responsibility, all members of staff, parents and pupils.

To help us all focus on this Monksdown Primary School will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance.
- Effective strategies are in place to support all pupils to arrive on time for school.
- An engaging curriculum is provided

- High quality teaching and learning is delivered throughout the school
- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parents are encouraged through regular contact and communication
- Parents are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- Good attendance and punctuality is rewarded through regular individual pupil incentives
- Attendance and punctuality is regularly discussed with children in assemblies
- Attendance roles and responsibilities are clearly defined and all staff should ensure that these are followed

6.0 Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy

7.1 Expectations of Parents

- Ensuring your child's regular attendance at school is a parent's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- Ensure your child arrives for school on time.
- Telephone school if your child is going to be late.
- Routine non-emergency medical and dental appointments should be made whenever possible outside of school hours. Confirmation of the appointment should be provided.
- Contact school by Monksdown Primary School on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school. This can be done via StudyBugs App message, email monksdown-ao@monksdown.liverpool.sch.uk or telephone 0151 226 1606 Option 1.
- If a text message/phone call is made by the school due to your child's absence, it is important that you respond to ensure your child is appropriately safeguarded.
- Contact your child's class teacher if the reason for absence requires a more personal discussion.
- In case of emergency, school must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided)
- Requests for exceptional circumstances leave of absence must be in writing to the headteacher and can only be authorised by the headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

7.2 If a pupil is absent, we will:

- Telephone and text parents on the first day of absence if we have not heard from them by 9.30am.
- If no response is received, a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet a member of the attendance team and any barriers to the child attending school can be discussed and support put in place. This may include:
 - Reintegration support packages
 - Breakfast club place
 - Early Help assessment or referral to appropriate support services
 - Attendance Contracts
 - Attendance report cards
 - time limited reduced timetable
 - Referral to outside agencies
- If the parent does not attend the meeting or engage in any support the school has offered and the pupil has accrued 10 sessions of unauthorised absence in a 10-week rolling period, the parents may be issued with a Notice to Improve, in accordance with the Liverpool City Council's Penalty Notice Local Code of Conduct and in agreement with the Education Welfare Service.
- If unauthorised absences persist the DAL will discuss actions with the school's Education Welfare Officer.

8.0 Understanding types of Absence

Monksdown Primary School must legally record the reason for all individual pupil absence. Therefore, it is important for parents to directly inform school of the reason for absence, on the first day of absence.

8.1 Authorised Absence

Authorised absence - the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the headteacher, not parents who make the decision to authorise absence from school.

8.2 Unauthorised Absence

Unauthorised absence - when the school has not received a reason for absence or has not approved a child's leave of absence following a parental request.

This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.
- Pupils who arrive late after the close of registration.

This type of absence may lead to the use of penalty notices or other legal interventions from the Local Authority. Monksdown Primary School, in agreement with the Education Welfare Service, may issue a Notice to Improve to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10-week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time, the school will refer the case to the Local Authority requesting a penalty notice be issued.

8.3 Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early to prevent pupils becoming a persistent absentee (PA) Whilst we understand that pupils can be absent from school because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parent has concerns, it is important that contact is made with the school at the earliest opportunity to gain support and to work together to gain a resolution.

Parents are asked to contact the School Office or Class Teacher in the first instance.

8.4 Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE) This cohort of pupils are a priority group for Monksdown Primary School and additional support may be required from the Local Authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

9.0 Why regular attendance is important

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have regular time off often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

10.0 The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider the instigation of legal proceedings.

Penalty Notices:

- Liverpool City Council (LA) on receipt of a request from Monksdown Primary School will issue a Penalty Notice to parents for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10-week period
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- If appropriate support has been put in place
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website

11.0 Leave of absence in Term Time

The Law does not give any entitlement to parents to take their child on holiday during term time.

Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted.

12.0 Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

12.1 How we manage lateness

The school day starts when doors open at 8.40 am for a soft start to the day. Registers are taken at 8.55 am by the class teacher and pupils receive a late mark if they are not in their class by 9.00am. School recommends that pupils arrive by 8.55 am.

- If a pupil arrives late to school parents will receive a text message/telephone call to inform them of their child's late arrival.
- Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official close of the register and there are no barriers preventing the child from arriving on time, the school may request the local authority issue a penalty notice.
- The official close of registration for Monksdown Primary School is 9.30 am.

If a parent has any problem getting their child to attend school on time they should contact the Attendance Team who will offer support to resolve the problem.

13.0 People Responsible for Attendance at Monksdown Primary School

All school staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

See attached appendices

14.0 Removal from Roll

From the 1st of September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to: Inform the LA in **every** circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.

All schools must complete an Exit form and submit to the CME@liverpool.gov.uk inbox.

All schools must provide information to the LA when registering new pupils, including the pupil's address and previous school.

- If your child is leaving our school parents are asked to:
- Provide the attendance officer with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.
- If a pupil leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Appendices

Appendix 1 Attendance and Punctuality Roles and Responsibilities Guidance

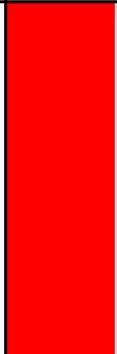
When	Whom	Actions Expected
DAILY	Pupils	<ul style="list-style-type: none"> • Arrive on school site from 8.40 am • Be in class on time for registration at 8.55 am
	Class Teacher	<ul style="list-style-type: none"> • Registers are completed by on line system each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school and support pupil following any absences with missed work
	Pastoral Staff	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance coding in the register via SIMs • Identify pupils who are absent from school without reason (before 9.30 am) • Log on SIMS, parental voicemails, text messages, StudyBug messages and emails regarding student absences • Ensure all late arriving pupils are spoken to and their attendance is entered on to SIMS • StudyBug messages sent to parents who have failed to contact the school regarding their child's absence • First day absence phone contact with parents, following up unexplained absences where no text message/phone call has been returned. • SLT and class/form teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers • Log attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the first day contact systems • Daily Late process, log and send actions for relevant staff- parents receive message form StudyBugs if 3 x lateness within one week

	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with SA/PA pupils and families. • Phone call contact with pupils/parents • Meetings with parents of children from caseload • Home visits • Instigation of legal proceedings • Tracking of actions and interventions and feedback to pastoral staff • Issue holiday notice fines and notice to improve paperwork provided by school • Issue EWS letters where pupils attendance falls below threshold e.g 90%, patterns of unauthorised absences, repeated late arrivals for school
	Designated Attendance Lead	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements • Liaison with EWO, Pastoral staff, Pupil Champions and Key Stage Leaders regarding support work with identified pupils • Check absence codes daily and ensure all follow up calls or home visits are made • Regularly review attendance records and identify pupils at risk of persistent absence or irregular attendance • Analyse data comparing school figures to National, Local and Similar Schools using DFE school attendance data analysis tool • Serve as main point of contact for parents/carers regarding attendance concerns • Support families in understanding the importance of regular attendance and provide guidance or signposting to relevant support agencies •
When	Whom	Actions Expected
WEEKLY	Class teacher	<ul style="list-style-type: none"> • Ensure all members of the class know the school target and their current attendance • Monitor/follow up identified pupil absence by contacting parents where appropriate • Display weekly attendance and lateness for the class as updated by Children Attendance Leads • Organise support for pupils to catch up on missed work due to prolonged absence
	Pastoral Staff	<ul style="list-style-type: none"> • Informing SLT and EWO of pupil patterns of absence. • Provide weekly pupil attendance figures for DAL for attendance, class teachers and pupil rewards • Discuss punctuality issues with identified pupils and parents • Pupil rewards • Provide weekly punctuality data for the DAL for attendance, class teacher and pupil •
	Designated Attendance Lead	<ul style="list-style-type: none"> • Monitor and track of staff not completing registers in line with Safeguarding requirements • Liaison with EWO, pastoral staff, Children's Champions (e.g SENDCO, PP Lead) regarding support work with identified pupils • Determine priority actions for the following week • Meet with EWO and discuss case work, actions and any pupils whose attendance or punctuality is a concern • Meet with parents/carers as part of school's graduated response •
When	Whom	Actions Expected

HALF TERM	Designated Attendance Lead	<ul style="list-style-type: none"> • Maintain a high profile of attendance as a significant contributor to pupil achievement • Use attendance data to identify and act to improve the attendance of vulnerable pupils • Meet with attendance team to discuss actions, protocols and impact • Ensure that all teaching staff focus on attendance in planning and pedagogy • Determine priority actions for the next half term
	Pastoral Staff	<ul style="list-style-type: none"> • Monitor and track attendance SA /PA action plans • Liaise with EWO to share information and agree joint actions re action plans and pupils causing concern
TERM	Designated Attendance Lead	<ul style="list-style-type: none"> • The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those attending off site provision • School attendance review alongside the EWO • Ensure attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance • Ensure that the attendance policy is implemented across the school and systems are operating effectively • Report to SLT on attendance matters • Ensure school prospectus, parents' welcome booklet and school newsletters, promote attendance • Ensure attendance features at ALL parents' evenings • Determine priority actions for the next term • Provide reports for Governors
	Headteacher	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors

Appendix 2
Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		<ul style="list-style-type: none"> • Rewards and Praise 	Class Teacher Attendance Team Designated Attendance Lead DAL
99% - 97% Attendance is Good		<ul style="list-style-type: none"> • Rewards and Encouragement 	Class Teacher Attendance Team DAL
96%- 93% Attendance is		<ul style="list-style-type: none"> • Talk to pupils & contact parent/carers on arrival or dismissal. 	Class Teacher Attendance Team

<p>falling</p> <p>93%-90% Attendance is becoming a concern</p>		<p>Check ins and offers of support or intervention in order to eradicate drift or barriers</p> <p>Return to school discussions</p> <p>Safe and well safeguarding visits</p> <p>Early Intervention and preventative Meetings</p> <p>Persistent absence warning letters and StudyBugs alert</p>	<p>DAL</p> <p>EWO</p>
<p>Below 90%</p> <p>Attendance is a Serious Concern</p>		<ul style="list-style-type: none"> Supportive planning Meetings with parents/carers Interventions implemented <p>Safe and well safeguarding visits</p> <ul style="list-style-type: none"> Referral to EWO Legal intervention 	<p>Senior Leader Attendance Team</p> <p>Governors</p> <p>EWO </p>

Appendix 3

Graduated Response Attendance and Punctuality Support Programme

Attendance

Usual Attendance Response

All absences are investigated by First Day Response by the Attendance Team. Any serious concerns are passed to a Designated Safeguarding Lead immediately. If necessary, we will make further contact by telephone or a home visit. The class teacher will follow up any absences with the Attendance Team and promote high levels of attendance and punctuality for their class.

Level One: Attendance Letter 1 Internal Monitoring

This will be issued by the class teacher following 3 periods of absence within the first term or where attendance falls below 93%. This letter informs parents/ carers that monitoring has commenced and invites them in to discuss any concerns or support they might need with the class teacher.

Any child who has been PA in the previous year will be invited in for a meeting should attendance fall below 93%

Level Two: Attendance Letter 2 – Meeting with Attendance Team

This letter is issued by the Attendance Team in liaison with the Education Welfare Officer (EWO) should attendance hit 90%. This letter advises parents/ carers that attendance remains a concern. School offer support and will take any actions were necessary. Parents/carers are invited to discuss any concerns and/or difficulties with a member of the Attendance Team.

Level Three: Attendance Letter 3 Meeting with Attendance Lead

The Attendance Lead will arrange a meeting with parents/ carers of those pupils whose attendance continues to be a concern and remains below 90% (Persistent Absentee) The meeting will provide an opportunity for parents/ carers to discuss any issues where support may be required. Either from school or external agencies.

Level Four: Education Welfare Officer

Where absence falls below 90% school will discuss and seek advice and contact the Education Welfare Officer (EWO) who will follow their process in trying to engage parents / carers and offer any further support. A decision will be made as to next steps and appropriate actions. This can take forms such as home visits, Penalty Warning Notice PWN monitoring period and panel meetings held in school. Where attendance continues to be a concern then Local Authority guidelines will be followed and this could lead to prosecution.

Punctuality

Step 1 Weekly Internal Monitoring of lateness by DAL

Step 2 StudyBugs Alert 3 x late in one week

Step 3 If no improvement Letter 1 issued - meeting in school. Identify and Support.

Step 4 If no improvement – 2nd meeting in school.

Step 5 Referral to EWO who may issue a Penalty Notice.

Appendix 4

Level 1 – -93% Internal Monitoring



Monksdown Primary School

where children come first

Chair of Governors:
Mr M. Reynolds
Headteacher:
Mrs J Price

Website: www.monksdownprimary.co.uk Fax: 0151 256 6281

Email: Monksdown-ao@monksdown.liverpool.sch.uk Telephone: 0151 226 1606

Address: Monksdown Road, Norris Green, Liverpool, L11 1HH Twitter: @monksdownschool

Dear Parent/Carer of _____ Class _____ Date: _____

As you are aware, good attendance is a priority at Monksdown Primary School. Your child's attendance is currently%.

We will be closely monitoring your child's attendance and it is very important that you ensure they are in school every day whenever possible.

If you would like to discuss your child's attendance with me or a member of our attendance team, please let me know as soon as possible either verbally or by indicating on the reply slip below.

Alternatively you may wish to email attendance@monksdownprimary.co.uk or call 0151 226 1606.

Your Sincerely

.....
Class Teacher

(Please return this part to school and give to your child's class teacher)

Name of child _____ Class _____

I have received this letter outlining that my child's attendance is being monitored.

I do not require any support at this stage but will inform school should this change.

I do require support and wish to arrange a meeting with (please delete as appropriate).

I will do my best to ensure my child attends school as often as possible to avoid further action being taken.

Signed: _____ Date: _____

Respectful • Resilient • Responsible • Resourceful



Appendix 5

Level 2 -Cause for Concern -90%



Monksdown Primary School Where children come first

Chair of Governor:
Mr M. Reynolds
Headteacher:
Mrs J Price

Website: www.monksdownprimary.co.uk Fax: 0151 256 6281
Email: Monksdown-ao@monksdown.liverpool.sch.uk Telephone: 0151 226 1606
Address: Monksdown Road, Norris Green, Liverpool, L11 1HH Twitter: @monksdownschool

Date

Dear Parent/Carer of..... Class

Your child's attendance is currentlyand has become a **cause for concern**.

We are aware that there have been many issues affecting your child's attendance this year, however we are writing as a prompt and encouragement for your child's attendance to be improve.

Should they have any further days absent and attendance falls **below 90%** then they will be classed as a **persistent absentee** before it gets to this stage we would like to offer you any support that you feel is required.

We would like to invite you to meet with a member of the Attendance Team on

..... at

If this meeting time is not convenient please contact the school office on 0151 226 1606 to rearrange.

Your Sincerely

The Attendance Team

Respectful

Resilient

Responsible

Resourceful

Appendix 6

Level 3 – Meeting with Attendance Lead- 90%



Monksdown Primary School

Where children come first

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Mr M. Reynolds
Headteacher:
Mrs J Price

Website: www.monksdownprimary.co.uk Fax: 0151 256 6281
Email: Monksdown-ao@monksdown.liverpool.sch.uk Telephone: 0151 226 1606
Address: Monksdown Road, Norris Green, Liverpool, L11 1HH Twitter: @monksdownschool

Date

Dear Parent/Carer of Class

Your child's attendance continues to be a concern. Currently, attendance is% and they have now fallen into the Persistent Absentee Category.(PA)

In order to support you further, we would like you to attend a meeting in school on

.....at

Please report to the main office 5 minutes before the time stated.

The meeting will provide you with an opportunity to discuss your child's attendance and look at ways to work together to support you in order to help reach a solution.

If this day or time is not convenient, please telephone the main office 0151 226 1606 and let staff know when you are available to attend.

Attendance is important and we want to make sure your child is in school as often as possible to ensure they receive the education they deserve. If your child's attendance doesn't improve then this may result in a referral to the Education Welfare Officer from Liverpool City Council.

Your Sincerely,

The Attendance Team

Respectful

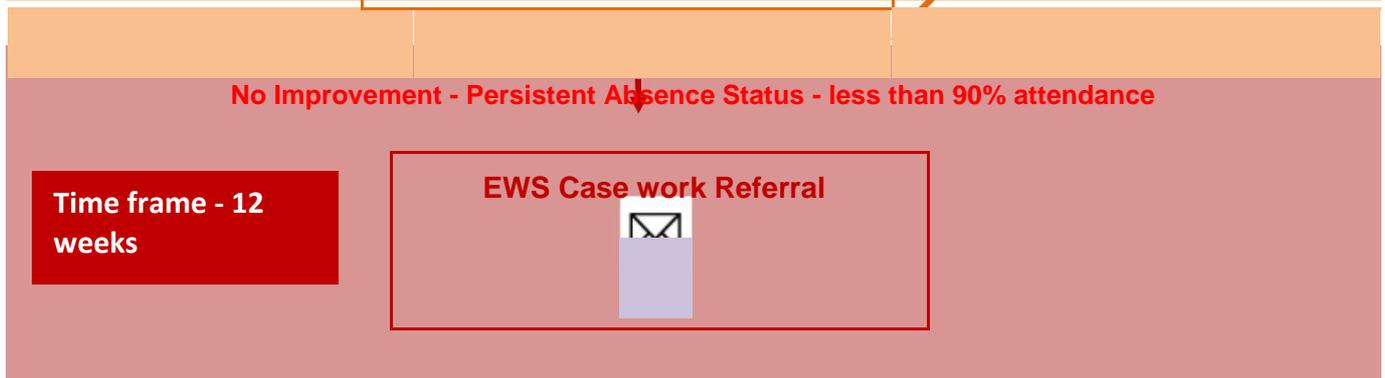
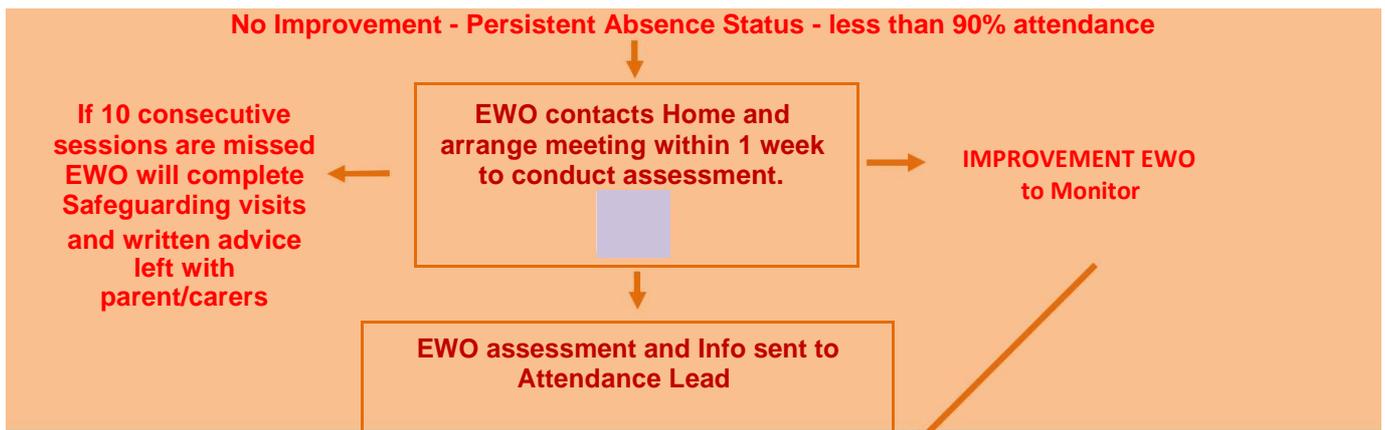
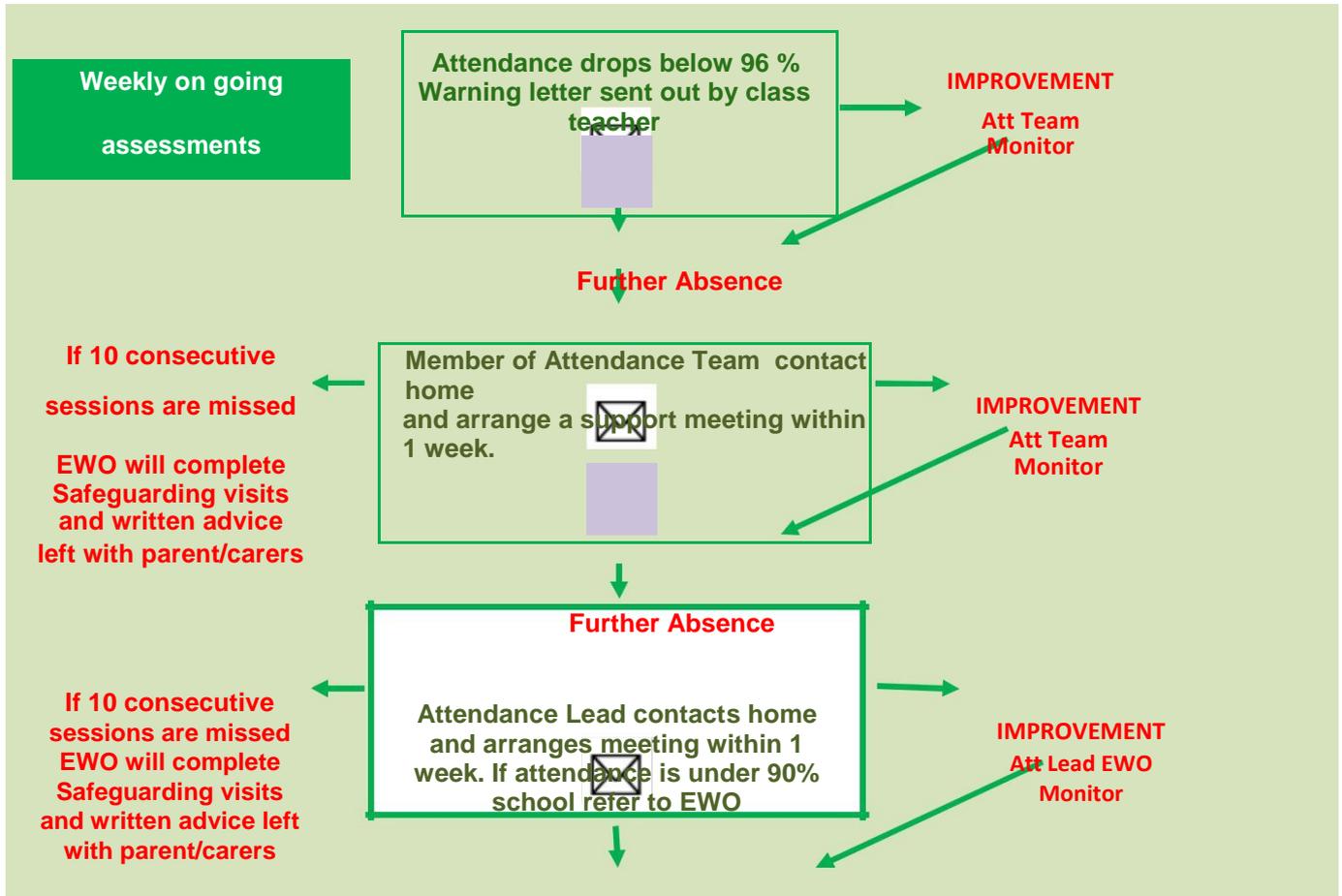
Resilient

Responsible

Resourceful

Appendix 8

Monksdown Primary School Attendance Flow Chart



Appendix 9

End of Term/Year Attendance and Punctuality Report



Monksdown Primary School

Where children come first

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Website: www.monksdownprimary.co.uk Fax: 0151 256 6281

Email: Monksdown-ao@monksdown.liverpool.sch.uk Telephone: 0151 226 1606

Address: Monksdown Road, Norris Green, Liverpool, L11 1HH Twitter: @monksdownschool

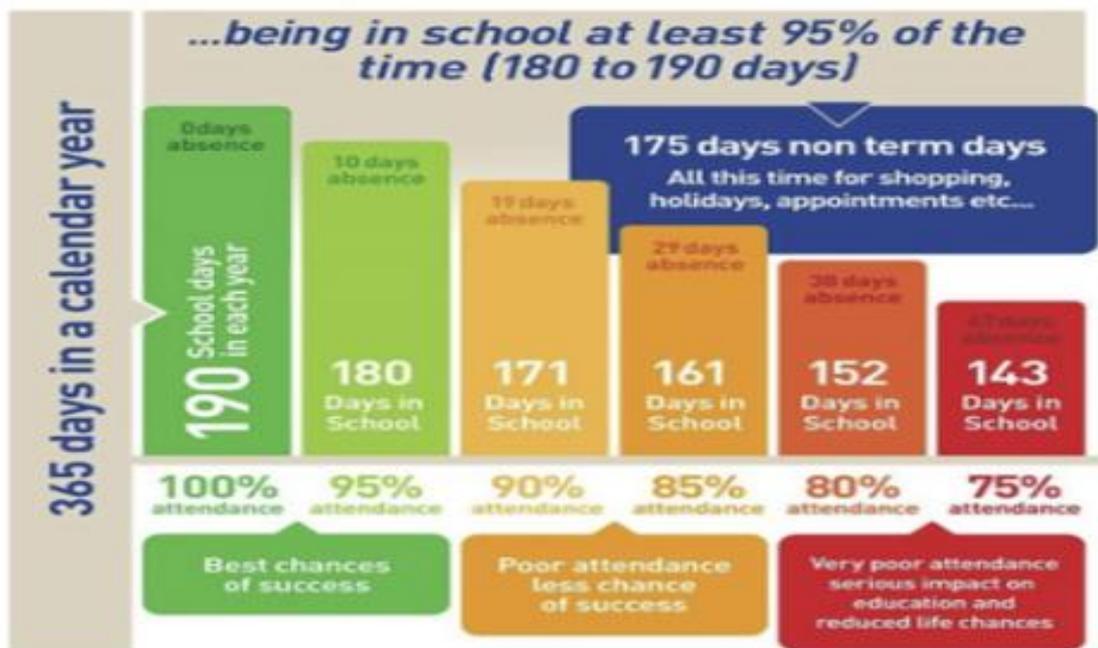
ATTENDANCE AND PUNCTUALITY REPORT

Name: _____ Attendance: _____
 Class: _____ Lates: _____ *(including medical appointments)*

Good Attendance and Punctuality at school is important for academic progress, social interaction with friends and the opportunity to participate in clubs and enrichment activities.

Excellent attendance is proven to be a fundamental factor in every child’s chances of achieving success at school.

What does good attendance look like at Monksdown Primary?



Should you need any support with your child’s attendance or punctuality please contact school on 0151 226 1606 or email attendance@monksdownprimary.co.uk.

Respectful • Resilient • Responsible • Resourceful



Appendix 10
Punctuality Letter 1

Dear Parent/Carer of: _____

Class: _____

As you are aware, good attendance and punctuality is a priority at Monksdown Primary School.

Your child has hadlate marks so far this academic year. This means that valuable learning time is being missed. School are monitoring this closely and hope to see an improvement over the coming weeks.

Classroom doors open at 8:40am, ready for lessons to begin at 8:55am.

If you would like to discuss your child's punctuality further or require any support, please speak with your child's class teacher.

Thank you for your co-operation.

Attendance Team

Appendix 12
Punctuality Letter 2



Monksdown Primary School
Where children come first

Chair of Governors:
Mr M. Reynolds
Headteacher:
Mrs J Price

Website: www.monksdownprimary.co.uk Fax: 0151 256 6281
Email: Monksdown-ao@monksdown.liverpool.sch.uk Telephone: 0151 226 1606
Address: Monksdown Road, Norris Green, Liverpool, L11 1HH Twitter: @monksdownschool

Date: _____

Dear Parent/Carer of: _____

Class: _____

As you are aware, good attendance and punctuality is a priority at Monksdown Primary School. Unfortunately, school have not seen an improvement in your child's punctuality which is now a cause for concern.

We would like to invite you to meet with a member of the Attendance Team on:

..... at

If this meeting time is not convenient please contact the school office on 0151 226 1606 to rearrange.

Your Sincerely

The Attendance Team



Respectful • Resilient • Responsible • Resourceful

Q Award
OFSTED GRADED GOOD
LIVERPOOL