



ATTENDANCE AND PUNCTUALITY

AT KING'S MEADOW ACADEMY



King's Meadow Academy Attendance Information

At Waterton Academy Trust, we believe that good attendance underpins every child's ability to learn, make friends and achieve their best. Every school within our Trust follows the Waterton Attendance Policy and develops its own Attendance Strategy to reflect its unique community, routines and support systems.

At King's Meadow Academy, we believe that every day in school counts. Good attendance supports a lifetime of learning, wellbeing, and long-term success. At King's Meadow Academy, we know that the best way to help children succeed is by working with parents and carers as a learning community – building strong learning foundations and partnerships. We value the strong relationships we build with families and believe that clear communication, trust and teamwork make a real difference. Together we can celebrate achievements, spot any worries or attendance or punctuality patterns early, and make sure every child feels happy, supported and ready to learn so they are ready for every stage of their learning – the next term, next year, next key stage or secondary school.

This document sets out what parents at King's Meadow Academy need to know at a glance to support good attendance in line with the Waterton Academy Trust Attendance Policy and Tiered Approach to attendance. It also explains how King's Meadow Academy promotes excellent attendance, celebrates success, and works with families where attendance becomes a concern through the Tiered Approach to attendance.

Working With Parents

We want every child to attend school at least 96% of the time, as this gives them the best chance to learn and succeed – this is underpinned by educational research in the UK and across the world.

- If attendance drops below 95%, we will contact you to talk through any concerns and offer support so improvements can be made.
- The government defines Persistent Absence as attendance below 90%. At this stage, children miss a significant amount of learning where gaps can form, and we work closely with families to address barriers and put plans in place.

Our tiered approach to attendance shows how we support all families – from celebrating good attendance, to offering extra help when attendance begins to fall, through to more intensive support where it is needed most.

The School Day

The law states that children should arrive at school on time, every day. Each school day has two sessions. The register is taken at the start of the morning session and again at the start of the afternoon session. Pupils attend school for **380 sessions or 190 days** during a school year.

- **08:40** – The start of the school day. Doors open to pupils and the registration period begins.
 - **08:50** – Registration period closes. All external classroom and cloakroom doors are secured and lessons begin.
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Punctuality & Late Arrivals

Late arrivals affect learning and progress and may also disrupt classroom routines for the class as well as the late pupil.

- Arrivals after 08:50 enter the school through the main door and report to the school office. Parents are required to record the time of arrival and reason for lateness.
- Pupils who arrive late, but before the register has closed, will be recorded as L in the register. This is counted as a present mark but shows lateness.
- Pupils who arrive late after the register has closed 09:00 will be coded as U (unauthorised) in the register. This is counted as an unauthorised absence.

As a school we keep track of how many minutes a child has missed by being late. When a child has missed specific period of learning due to late, we will contact parents to have a punctuality meeting to address the impact this is having on a child's learning.

Being late each morning or on specific days can have an impact of the child missing the same early morning routine or phonics / reading lessons. It also does not allow them to take part in the One Life 'meet and greet' routine which supports their daily readiness to learn.

Absence from School

If your child is too unwell to attend school, parents must notify the school by calling the school office on the first day of absence, clearly stating the reason. This should be done prior to 9am. Any unexplained absence will be treated as a possible safeguarding concern.

If your child is absent from school without a reason, a member of our team will contact you by phone call at the start of the school day. If we are unable to contact you, we will follow up with further phone calls to contacts currently held on the system for your child. If we are unable to make contact by 10am or wish to carry out a pastoral visit, we will follow up with a possible home visit or referral if concerns remain.

We will also conduct home visits where families are at risk or are already in the persistent absence attendance category or if a child has been off for several days in a row to ensure we have had contact with them.

Attendance and Punctuality Celebrations

We want every child to love coming to King's Meadow and develop life long skills in a variety of curriculum areas in readiness for the next stage of their learning whether that be next term, next year or secondary school. To celebrate good attendance,

as a school we recognise and celebrate each week, the end of each week, half term or term and at the end of each academic year.

Who?	When?	What?	How?
Individual child	Periodically across the term.	Improved Attendance	Children with improved attendance where they have moved from being at risk of persistent absence categories to good attendance improvements will be given book tokens to use in the school book vending machine.
Individual Child	Periodically across the term.	Improved Attendance	KMA postcards to be sent home as a surprise to recognise improved attendance from Head of School
Parent collective	Periodically across the term.	Improved Year Group Attendance	Where parents in year groups have continued to drive attendance and improve an email is sent to parents thanking them for working in partnership with the school to improve social and academic outcomes for their children.
Individual Parents	Periodically across the term.	Improved Individual Punctuality or Attendance	SLT phone calls home to celebrate improved attendance with parents or seeing them on the playground to celebrate and recognise their efforts.
Class groups of children	Every Friday	Celebration Assembly Class Attendance Awards	The top three classes with highest attendance are recognised in assembly. Top class attendance is given a surprise period in the school quad – using the trampoline, tunnels and active pads.
Individual child	Every Friday	Celebration Assembly Individual Attendance Award	Every individual who has been at school everyday will be given a golden ticket to put into the KMA sparkly attendance box. The golden ticket enters them into the half termly draw of winning a new bike or scooter with accessories.
Individual child	End of Half Term	Celebration Assembly Individual Attendance Award	A child is picked out of the KMA sparkly attendance box and wins a brand new bike or scooter.
Individual children	End of each Term	Celebration Assembly 96+ Attendance Certificates	Every individual with 96% attendance or more will receive an attendance certificate
Groups of children	End of Year	Celebration Assembly	Children who achieve above 96% attendance across the whole academic year will have a chance to go on a bouncy castle or assault course during the last day of term.

Kerry Williams-Kendall
Head of School
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