



Term Dates

2025-2026



Autumn 2025	Spring 2026	Summer 2026
Mon 1st September – INSET 1 Tues 2nd September – INSET 2	Mon 5th January – INSET 3	
Wednesday 3rd September School re-opens	Tuesday 6th January School re-opens	Monday 13th April School re-opens
Friday 24th October School closes for Half Term (Normal time) Monday 3rd November School re-opens	Friday 13th February School closes for Half Term (Normal time) Monday 23rd February School re-opens	4th May - May Day Closure Friday 22nd May School closes for Half Term (Normal time) Monday 1st June – INSET 4 Tuesday 2nd June School re-opens
Friday 19th December School closes at 1.30pm	Friday 27th March School closes for Easter (Normal time)	Friday 17th July School closes at 1.30pm. Monday 20th July – INSET 5

KINGS MEADOW PRIMARY SCHOOL

Headteacher: Mrs. Sandie Lineton BEd Hons, NPQH



ATTENDANCE POLICY BOOKLET

2025 - 2026



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Meadow Lane, Ainsdale, Southport, PR8 3RS

At Kings Meadow Primary School we are committed to providing the highest quality education possible for all of our pupils by building a positive learning community in which both pupils and staff can develop to their full potential. Primary school education is the foundation for future academic success. If pupils miss school, they miss out on learning the knowledge and skills that will set them up for success in the future. Therefore, going to school every day and arriving on time is fundamental to your child's academic and social development.

Absence:

If your child is unable to attend school, for whatever reason, you should:

- Contact us as between 8:15 – 8:45am on the first day of absence by telephone: **Tel: 01704 578512**
- During the call inform us of the reason for your child's absence and the anticipated length of their absence.

If your child is absent from school and you do not report it, our staff will carry out the following first day absence procedure. This will involve:

- Contacting you by text to remind you to ring school with the reason for absence.
- If no response by 9.30am your child's emergency contacts will be called.
- Still no response by 10.00am staff will conduct a home visit.
- The Local Authority Attendance & Welfare Team will be notified by 10.00am for children with a Social Worker or children who are persistent absentees (below 90% attendance).

If you do not provide a reason or we consider the reason for the absence to be unacceptable e.g. shopping, birthdays or incorrect uniform, etc. it will be unauthorised. Unauthorised absences will result in parents/carers being issued with a Fixed Penalty Notice (FPN). We prefer it if FPN's are rarely issued as we aim to work with parents/carers to support pupils in maximising their attendance. All pupils are expected to maintain the best possible attendance throughout the school year. 100% should be aimed for.

Punctuality:

Children can access the school grounds from 8:45am. They should be in their class no later than 8.55am which is the official start time. Poor punctuality is not acceptable. It is not only unsettling for the pupil who is late but it also disturbs the learning of others.

If your child arrives late you should sign them in at the main office stating the reason for the lateness. Lateness after 9.15am will result in the morning session being unauthorised.

If a pupil is repeatedly arriving late you will be requested to meet with Mrs. Lineton. **Persistent lateness may lead to a FPN being requested due to unauthorised absence.**

Working together:

If your child unavoidably has to miss school for a medical appointment you must communicate this information to us by providing an appointment card/letter. We feel it is vital to have a positive home – school relationship with our parents/carers. If you have any worries or concerns regarding your child attending school, we would urge you to contact school and speak to Mrs. Aimee Brookes (Pastoral Support).

Leave of absence during term time:

In line with the national changes, which removed the authority from a Headteacher to authorise leave during term time for holidays, we will not authorise any term time leave of absences for holidays. All requests for other leave of absence will be considered on an individual basis without bias. If the request is to be considered as an 'exceptional circumstance', this request must be made in writing to the Headteacher with evidence, if appropriate. Please collect a form from the school office. It is important that you understand that leave in term time will **not** be agreed at any time unless circumstances surrounding the request can be evidenced, by parents/carers, to be **exceptional**. We strongly urge parents to avoid booking holidays during term time. If unauthorised leave is taken, a request will be made for a Fixed Penalty Notice to be issued.

A Fixed Penalty Notice will be requested for each parent/carer who fails to ensure their child attends school regularly. From September 2024, Fixed Penalty Notices are rising to £80 if paid within 21 days otherwise rising to £160 if paid after the 21 days but within 28 days. Parents can be prosecuted if payment is not received within 28 days. This is applied fairly to all parents of children of statutory school age. A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, is being introduced following changes to the law. These new Government regulations will come into effect from 19 August 2024, and we wanted to bring this to your attention now, as it will affect when penalty notices are issued in Setton.

What are the changes?

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
2. The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
3. There will be an increase in the fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
4. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
5. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.