



Temple Meadow Primary School

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 Temple Meadow Primary School

Our Ref: HY/CH

Tuesday 8th September 2026

Welcome from Our New Attendance Officer

Dear Families,

My name is **Hannah Yates**, and I am delighted to introduce myself as the new **Attendance Officer** at Temple Meadow. I look forward to meeting you all and getting to know both you and your child.

Firstly, please find attached our **Back-to-School Reset Guide**, which you may find helpful in supporting children as they transition back to school following the summer holidays.

At Temple Meadow, we work hard to provide a safe, nurturing and supportive environment where children can **Belong, Nurture their gifts, Thrive, Discover and Grow** into the very best versions of themselves. However, we can only achieve this when children are in school. Every day missed is a missed opportunity for learning, development and connection.

My role is to work alongside families to support excellent attendance and punctuality. Parents and carers have a legal responsibility to ensure that their child attends school regularly, and I am here to help if any barriers are making this difficult. Please do not hesitate to contact me if you are experiencing challenges with attendance or punctuality.

Whatever the issue, we are committed to working together to ensure every child has the best possible start in life.

Over the coming months, I look forward to sharing our attendance rewards and recognition opportunities. In the meantime, I would like to remind families of some key points from our Attendance Policy.

Attendance Expectations

- Every child of compulsory school age has the right to receive an education that is suitable to their age, ability and needs.
- It is the legal responsibility of parents and carers to ensure their child receives that education.
- **Children are expected to attend school every day and arrive on time.**

If your child's attendance becomes a concern, we have clear procedures in place to discuss this with you and provide appropriate support to help improve attendance.



How Can Families Support Good Attendance?

Families can support good attendance by:

- Promoting a positive attitude towards school and learning.
- Ensuring children are ready and waiting to enter school by **8:40am**.
- Informing the school **before 9:30am** if your child is unable to attend or if there are circumstances affecting attendance.
- Ensuring that the school has up-to-date contact details for parents/carers and at **least one additional emergency contact**.
- Contacting us as early as possible if you require support with any attendance-related matters.

Time	Stage	Important Information
8:40am	Gates Open	Please arrive promptly and be ready to start the school day.
8:45am	Doors Open	• Years 3, 5 and 6 enter via the School Office entrance. • Year 4 enter directly through their classroom doors. • Reception and Years 1 and 2 enter through the gates on the lower playground. • Nursery children enter via the Clifton Street entrance.
8:55am	Bell Rings / Doors Close	If you arrive after the doors close, please wait outside the School Office so that a member of staff can sign your child in. Families must remain on site with their child until they have been handed over to a member of staff.
8:55am to 9:30am	Late Mark Issued	If your child arrives after 8:55am, a staff member will record their name, class and the reason for lateness. If your child is persistently late, we will contact you to discuss how we can support improvements.
9:30am	Unauthorised Absence	Unless authorised, any child arriving after 9:30am will receive an unauthorised absence mark for the morning session. 10 unauthorised late marks within a 10-week period may result in legal action, as persistent lateness can significantly impact a child's education and wellbeing.
9:30am	First-Day Contact	If your child is absent and we have not received a reason for their absence, a text message will be sent requesting information.
10:00am to 11:00am	Follow-Up Telephone Call	If we have not received a response, we will contact you by telephone to establish the reason for the absence.
11:00am onwards	Further Action	If we are unable to make contact, we will attempt to reach the additional contacts provided by you and determine any further action required. This may include: • Letters home • Attendance monitoring • Requests for meetings • Home visits

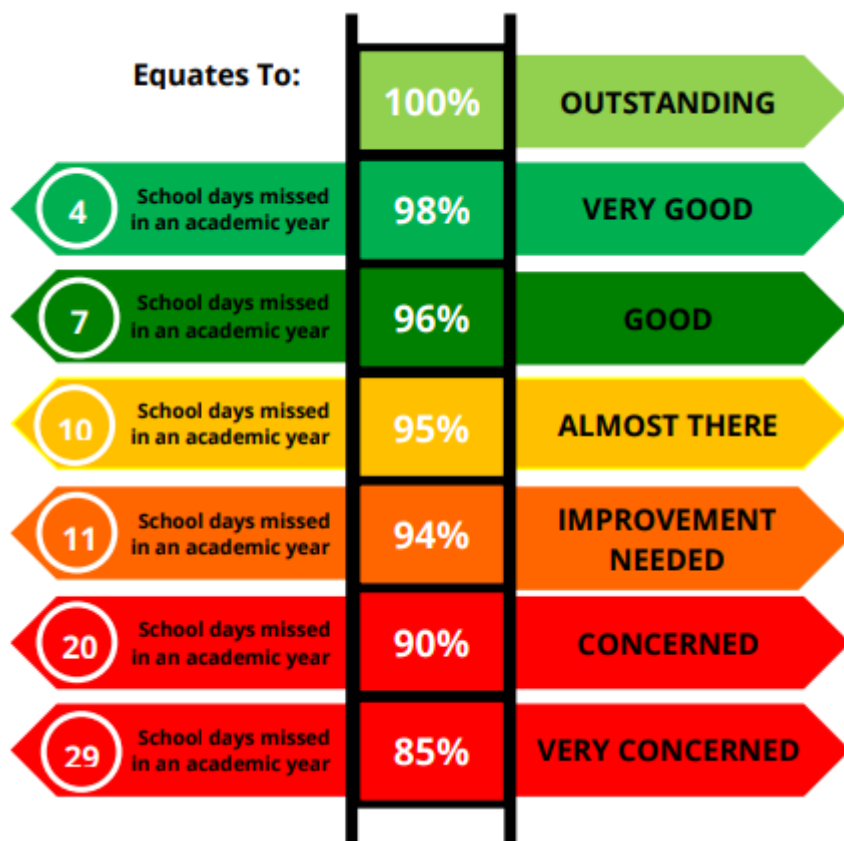
If a child misses 10% or more of school across the academic year for any reason, they are deemed **persistently absent**.

Persistent and Severe Absence

A child who misses **10% or more** of school sessions across the academic year is classified as **Persistently Absent**.

A child who misses **50% or more** of school sessions is classified as **Severely Absent**.

These levels of absence can have a significant impact on a child's learning, wellbeing and future outcomes. Temple Meadow has robust procedures in place to monitor attendance and provide support where concerns arise. By working together, we hope to prevent attendance from becoming a barrier to success.



The importance of good attendance cannot be overstated. By ensuring that your child attends school regularly and punctually, you are helping them to achieve their full potential, develop positive lifelong habits and make the most of every learning opportunity.

If there is anything you are struggling with that may be affecting attendance, please do get in touch. You can request a telephone call or meeting with me or a member of the Pastoral Team and we will do our best to help.

I look forward to meeting and working with you all.

Yours sincerely,

H. Yates

Mrs Yates
Attendance Officer