

Attendance and Punctuality Information

- Section 444 of the Education Act 1996 states that “The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law”.
- The Education Regulations 2013 made it clear that headteachers may not grant a leave of absence (for holidays or extended leave) unless there are exceptional circumstances. For this reason and under the agreement of the Governing Body, all requests for leave of absence from Mandale Mill will be declined unless there are exceptional circumstances as judged by Miss Moore or Mrs Williams in her absence. Absence following this will be marked as unauthorised.
- Only the school, within the context of the law, can approve absence, not parents.
- Persistent absence is absence of 10% or greater. Mandale Mill Primary School require medical evidence for all incidents of illness, medical or dental appointments if your child’s attendance is 90% or less. Acceptable forms of evidence include medical appointment letters, copies of a prescription or prescribed medication. A letter from a medical professional or GP appointment card.
- Where your child is absent from school it is the parent/carers responsibility to contact school. Where this does not happen school will contact parents as part of the First Response procedure.
- If a child is not seen at school for two days and we have not been able to contact a parent/carer or receive a suitable explanation for absence, a home visit will be carried out.
- Parents/carers of a child whose attendance falls to 94% will be invited to attend an Attendance Panel where a fixed term attendance plan will be determined. Failure to attend such a meeting will result in a plan being written and applied in your absence.
- Where a child’s attendance falls below 80% a referral will be made to our Local Authority Attendance Officer, this can then result in a police caution being issued and where no improvements in attendance are seen following an intervention plan.
- A record will be kept of all children arriving late to school, this will include the reason and the number of minutes late.



Helpful Hint: where medical appointments are necessary, arrange times so that children can be present in school during registration, this takes place at 9:00am and 1:00pm.



We provide details of your child's attendance and punctuality with their termly report, this is clear by the colour coded attendance certificates. Further information to support the above can be found in our Attendance Policy. This can be located in the policy section of our website, alternatively you can request a paper copy from the main office. We hope that by working together we will not need to apply any of the above steps.