



Malbank School and Sixth Form College



*Rejoice in being the best that we
can be*

9th September 2022

Reminding you of our Attendance expectations, policies and procedures

Dear Parents and guardians,

As we start the new academic year and welcome new families to our community, I thought it timely to take the opportunity to both communicate and remind parents of our attendance expectations, policies and procedures in relation to student absences.

Attendance is taken very seriously at Malbank School and Sixth Form college and our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential. Research commissioned by the **Department for Education** shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

If you do need to advise the school of absences you can do this in a variety of ways: via our dedicated absence email address absence@malbank.cheshire.sch.uk, leaving a message on the school's absence line or emailing our key stage teams. We request that you do this **before 8.30am and on each day of the absence from school**.

I would also like to take this opportunity to remind parents about **holidays during term time**.

The Department of Education's Attendance policy clearly states:

*'You do not have the right to take children on holiday in term time. Head teachers can only give permission to take a child out of school when there are **exceptional** circumstances.*

*Details about what the school counts as exceptional circumstances are agreed by the head teacher and governors are included in the school's attendance policy but it must be noted that these are **rarely granted**.*

If you want to take your children out of school, you must apply to the Head Teacher in writing explaining any exceptional circumstances. The Head will follow the school's attendance policy to decide whether or not to approve the application. They will then write to you with their decision'.

In the majority of circumstances, when the head **does not** approve the application, and you still take the child out of school, the school will record the absence as **unauthorised**. You may then get a school absence penalty notice (fine). Full details of this can be found in our Attendance Policy on the school website or at <https://www.cheshireeast.gov.uk/schools/school-attendance/action-when-children-miss-school.aspx#schoolabsencefine>

If you require any further information regarding the information above, please do not hesitate the relevant Key Stage team or me via email jzm@malbank.cheshire.sch.uk or look at our school website for more information regarding attendance in our policy and procedures section.

Many thanks for your continued support,

Julie Machin

Assistant Head

Attendance Lead

