



Malbank School and Sixth Form College



*Rejoice in being the best that we
can be*

20th September 2022

Dear Parent/Carer,

Re: Important Information about attendance

In my recent letter at the start of this academic year, I outlined the various ways in which parents can communicate any unavoidable absence from school as at Malbank School and Sixth Form college, we want our students to attend school every day, unless they are not well enough to.

We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. Punctuality is extremely important as being punctual to school is not only essential, but it encourages habits of good timekeeping and lessens any classroom disruption.

LATENESS

- Students should be at school no later than 8.45am when registration and form time begins

Initial sanctions for lateness will be imposed on a weekly basis.

- Lateness exceeding 20 minutes over the course of a school week, will receive an after –school Detention on a Friday lasting no longer than 60 minutes with a member of the Leadership team
- Lateness after 9.15am will be recorded as an unauthorised absence; unauthorised absences may result in a Penalty Notice being issued.

Where lateness to school becomes a persistent concern and no improvement is seen, a member of the pastoral team may ask parents/guardians to come to school to discuss appropriate sanctions such as an Attendance contracts, monitoring reports in accordance with our school's Attendance policy and recent government guidance.

Please do remember that we are here to help in any way we can. If you have any concerns about your child that you wish to discuss with the school, please contact either their Progress Manager or Head of Key stage. We hope that we can work together to ensure all Malbank students achieve excellent attendance and excel at school.

Regards,

Mrs Machin