

Dear Parents / Carers

At Malvin's Close Academy we believe that good school attendance is the strong foundation on which learning can grow.

We have very high expectations for all our children and as such we have rigorous procedures and policies in place to maintain a high standard of school attendance. We regularly reward good and improved attendance and also challenge those who are not meeting the expected minimum standard.

Traffic Light Updates

Parents and carers will receive regular letters informing of their child's attendance percentage and giving targets for improvement, if necessary.

We use a Traffic Light system to measure attendance:

Green for 96% and above

Amber for 90 – 95%

Red for below 90%.



Punctuality and Non-School Attendance

The school day starts at 8.55am, although children are welcome from 8.30am, and registers are taken by class teachers by 9am. If a child is late to school, they must be brought in through the main school office and be signed in as late.

We will be arranging meetings with parents and carers when their child is persistently late to school with no valid reason, challenging poor punctuality.

First Day Response

First Day Response is usually initiated before 9.30am and to be sure we don't text or call you about your child's absence, please ensure you call the school office and leave a message or speak to one of our office staff.

The parent or carer of any child that is absent from school, with no reason recorded, will receive a telephone call asking them to provide a reason for the absence. We will then judge if the absence is to be recorded as authorised or unauthorised. If there is still no reason obtained our Family Team will conduct a home visit to find out why a child is absent and offer any support that you may need. We will often ask for medical evidence of illness before authorising an absence, particularly if your child's attendance is below 95%.

COVID 19 Absences

If your child is displaying symptoms (high temperature, new continuous cough, a change or loss of sense of smell and taste, hay fever like symptoms) please **do not**

attend school and make sure you book them a COVID 19 (PCR) test as soon as possible.

Holidays Taken in Term Time

Malvin's Close Academy have a zero-tolerance policy in relation to parents and carers taking children out of school for family holidays during term time.

If you are going on holiday (or we discover you have been on holiday) during term time we will request that the Local Authority issue a Fixed Penalty Notice (a fine). Only the most exceptional of circumstances will be considered for an authorised holiday during term time. Please be aware that Malvin's Close Academy does not benefit financially from fining parents and carers for holidays – the fines are issued and collected by Northumberland County Council.

Medical Appointments

Where possible all medical, dental and other such appointments should be made outside of school hours. Sometimes appointments during the school day are unavoidable, but you must provide proof (e.g. a letter or appointment card) prior to the appointment and your child should be attending school before and after, where possible. This will ensure that the appointment does not negatively impact their attendance percentage.

Legal Monitoring

When attendance falls below 90% and there is no improvement seen it may be necessary for school to refer parents or carers to the Local Authority for a legal monitoring period.

If you have any questions regarding School Attendance, please contact the school office, or you can speak to a member of our Family Team.

Thank you,

Mrs J Holmes
Head of School