



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.

From Monday 2nd October 2023:

LATENESS

Students should be at school no later than 8.45am when period 1 begins.

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

1. School will notify parents via SIMS In-touch of any lateness past 8.45am.
2. In the first instance, students who are late on more than two occasions in the school week, Monday to Monday, will sit a 10 minute lunchtime detention with the Key stage team.
3. Students may also be placed on a Lateness report if no improvements are seen to their punctuality to school.

Parents need to be aware that 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

Assistant Head – Attendance Lead



Malbank School and Sixth Form College



Rejoice in being the best that we can be

Headteacher: John D. Harrison B.A. (Hons.)

Welsh Row - Nantwich - Cheshire - CW5 5HD - Tel: 01270 611009 - Email: admin@malbank.cheshire.sch.uk

Web site: www.malbank.com
