



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

Attendance and Punctuality Policy

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## Approval History

This document has been prepared within	Manchester Communication Primary Academy
Date of last review	November 2022
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Review period	Every three years, or where they have been material changes to the relevant courses of business
Date of Approval	21 <sup>st</sup> November 2022
Status	Approved
Person Responsible for Policy	Headteacher
Owner	MCPA Local Governing Body
Signature of Approval	<i>Signed copy on file</i>

## Revision History

Revision Date	Summary of changes	Owner/Editor

**Equality Statement:** Under the public sector equality duty (PSED), all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010. To advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented. Manchester Communication Primary Academy (part of Greater Manchester Academies Trust) regularly reviews all policies and procedures, which are recommended to schools/academies to ensure compliance with education and employment legislation including the Equality Act 2010.

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### 1. Aim

The aim of Manchester Communication Primary Academy’s (MCPA) Attendance Policy is to enable the academy to provide a consistent practice, which encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to pupils’ academic and social success, for this reason the academy is dedicated to ensuring its Attendance Policy is adhered to as much as is possible.

MCPA takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school, as they should be. We endeavour to work with families to make sure that any problems or circumstances, which may lead or be leading to poor attendance, are given the right attention and appropriate support.

This document is supported by our policies on **safeguarding, behaviour, accessibility** and **SEND**.

## 2. Legal framework

The Education Act 1996 states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable

- (a) to their age, ability and aptitude, and
- (b) to any special educational needs they may have, either by regular attendance at school or otherwise.

**A person begins to be of compulsory school age**

- (a) when they attain the age of five, if they attain that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following their attaining that age.

Prescribed days are 31 August, 31 December and 31 March

**A person ceases to be of compulsory school age** at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if they attain the age of 16 after that day but before the beginning of the school year next following,
- (b) if they attain that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

MCPA is dedicated to complying with attendance laws set out by the legal framework and has set out this document accordingly.

## 3. Roles and responsibilities

*'Attendance' in this section of the policy refers both to the amount of sessions which a child attends AND their punctuality.*

### Governing Body

As part of our academy-wide approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant policies and guidance directed at parents and staff
- annually review the academy's attendance rules and ensure that all provisions are in place to allow staff, parents and children to implement the rules effectively
- identify a member of the governing body who will take the lead role in safeguarding, this includes monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff
- work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA (where applicable) within an agreed timescale each year
- take time at governors' meetings to regularly review and discuss attendance issues which have arisen in order to stay on top of expected attendance targets for the year
- ensure that the academy is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- ensure that they are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff

- ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future.
- There is a nominated governor responsible for attendance, this is Christina Djebah.

### Senior Leadership Team

As part of our academy-wide approach to maintaining high attendance, the senior leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the academy's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full review
- ensure that all staff are up to date with the attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues
- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them
- report to the governing body and the sub-committee for teaching, learning and outcomes on attendance records, data and provision
- ensure that systems to record and report attendance data are in place and working effectively
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

### Academy support staff with attendance responsibility

*Attendance lead, DSL, DDSL, family support and administrators.*

As part of our academy-wide approach to maintaining high attendance, the administrative team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the processes set-out in this policy are adhered to
- keep up to date and accurate records relating to attendance
- ensure that they are fully aware and up to date with the academy's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily
- contribute to strategy meetings and interventions where they are needed
- support families through the offer of additional provision, supportive home-visits etc.
- work with external agencies to support pupils and their families who are struggling with regular attendance.

### Teaching staff

As part of our academy-wide approach to maintaining high attendance, the teaching team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families

- ensure that the processes set-out in this policy are adhered to
- promote the value of learning, providing high quality teaching, so that children want to attend school
- ensure that they are fully aware and up to date with the academy's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken twice daily in an accurate and timely manner.

### Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at the academy
- promote the value of good education and the importance of regular attendance
- encourage and support their children's aspirations
- ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment
- follow the set school procedure for reporting the absence of their child (**see section 4**), and include an expected date for return
- do everything they can to prevent unnecessary absences, such as making medical and dental appointments outside school hours
- use the academy as a support when they or their child are having difficulties, and work to form a positive relationship with the academy so that there is easy communication when a problem arises
- keep the academy informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do whilst at the academy about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for a leave of absence, they may do so to the Headteacher (**see section 4.5**)
- sign a home–academy agreement which outlines the support which MCPA expects from its parents, in addition the provision and support which parents and children can expect from the Academy.

### Pupils

As part of our academy-wide approach to maintaining high attendance, we request that pupils:

- be aware of the attendance rules, and when and what they are required to attend. This will be communicated to them through the academy staff, parents, the website and the school timetable
- speak to a member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- follow the correct set academy procedure if they arrive late (**see section 4.8**). This will help the academy to monitor attendance and keep accurate records for the child's individual attendance, and is also vital for health and safety in the event of a building evacuation.

## 4. Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the academy. Parents cannot authorise absences.

Teaching staff should complete an accurate register by 9am and 1:10pm each day, using only the / mark for present and N mark for absent. Where a teacher or TA receives news of the reason for a child's absence (e.g. a contact from home), they should relay this to the office team who will update the register accordingly.

When a child is to be absent without prior permission, parents should inform the academy by telephone on the first day of absence, explaining the reason and notifying what date they expect the child to return. In the event of a child's absence involving a visit to a medical professional (e.g. an absence due to sickness, resulting in a trip to the doctors), written evidence should be provided. Alternative arrangements will be made individually with non-English speaking parents or carers.

### **Illness**

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the academy on each day of absence.

For prolonged absence due to illness, parents may be asked to provide the academy with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. If these are not provided on request it may result in the absence continuing to be classed as unauthorised.

### **Medical or dental appointments**

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend for as much of that day as possible, their attendance will be recorded to reflect this, as an 'M' on the register if the child misses the registration period due to the appointment. Parents will be required to provide written evidence of these appointments, such as an appointment card otherwise the absence will be unauthorised.

### **Prior-arranged absence**

There may be some exceptional instances in which parents know that their child will be unable to attend the academy in advance of the date of absence. In this instance, the academy should be notified as soon as possible, parents will be invited to meet with the attendance lead, who will endeavour to provide support to ensure attendance.

### **Exclusion**

Exclusion is treated as an authorised absence and is recorded as an exclusion for the number of sessions stated on the exclusion notice.

### **Extraordinary leave**

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of term time. Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing on the 'extraordinary leave request form' (appendix one) at least 1 week in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered and this time taken will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Headteacher's decision is final on whether the request is approved and the length of absence approved.

All requests for authorised absence will be responded to in writing, and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Headteacher's decision whether to authorise any request for absence during term time.

*If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to prosecution by the local authority.*

### **Religious observance**

MCPA recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow 2 days per year authorised absence for these times. Only 1 day per festival can be used, and must be used on the day of the celebration.

Parents will be aware of these dates and should give the academy written notification in advance.

### **Late arrival**

The academy doors open at 8:30am with lessons starting at 8:45am. An attendance register will be taken at the start of the school day and again in the afternoon. In the morning registers close at 8:50am. Pupils who arrive after this time will be marked as late on the register. However, all children who arrive after 8:45am and must come through the office will be noted as late (before close of registers) so that accurate tracking can be implemented and targeted support offered [see section 5].

Pupils who arrive once the doors have been closed (8:45am) should go straight to the main entrance/reception with their parents to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

The academy also takes the attendance register during the afternoon of each school day. If a pupil is not present at the time that the afternoon registration takes place they will be marked absent. Any unjustifiable reason for absence will be marked as unauthorised.

Persistent lateness may result in disciplinary action being taken against the pupil and/or criminal action being taken against the parents.

## **5. Academy action on attendance**

### **Celebrating good attendance**

In addition to the value of education being readily supported by staff and parents, children's good attendance is rewarded through the 'attendance bank', whereby the class with the highest attendance each week is awarded £10 to spend as they choose. Additional spot-prizes are awarded on attendance focus days by drawing an attending child's name out of a hat.

### **Following up absences**

Class registers are saved in SIMs at the end of the registration period, these can be immediately viewed by the admin team. Where there are unexplained or unauthorised absences, the admin team will conduct a second check, then contact the parents or carers.



On the first day of absence where notice has not been given by the parents, the admin team will contact the parents to establish the reason for absence. If contact cannot be made, further attempts will be made throughout the day from both the academy landline and mobile telephone.

In the event of a second day of absence without notification, the academy will conduct a home-visit in order to attempt to establish the whereabouts of the child and if any additional support is needed. A calling-slip will be delivered to the address in order to make the parents aware that a visit has taken place. All reasonable enquiries will be made, this may include speaking to neighbours and will include making contact with any additional listed contacts on the child's record. If the child's whereabouts cannot be established, a safeguarding referral will be made.

When the child returns to the academy, the parent will be invited for a meeting with the attendance lead to discuss support and the importance of good attendance at school.

Where a child has been absent for a period of more than 20 school days, and where the absence was unauthorised and both the academy and LA have been unable to contact the parents, the academy will remove the child from the school roll and report them to the local authority as a 'Child Missing in Education'. The academy may take disciplinary action against any pupils who are discovered to be persistently truanting and parents or carers will be contacted to discuss possible reasons and support systems which could help. The school may take further action against the parents, including the issuing of fixed penalty notices and/or referral to the local authority to begin criminal proceedings against the parents.

If a parent contacts the academy each day to state that their child is unable to attend for an authorised reason (e.g. illness or injury), it is usual for action to be taken by the academy. However, if the absence exceeds 2 school days, it is expected that the child will visit a medical professional and written proof of this will be provided when the child returns to school. In this instance, the academy may contact the parents to offer a supportive home visit with the school nurse, these visits will not be conducted without prior consent from the parent and are intended to offer medical support, not to question the validity of absence.

In the event of a child being unable to attend school due to parental incapacity (illness etc) the academy minibus may be used to collect the child and ensure attendance.

### Absence thresholds

The academy understands that children will experience periods of time in which it would not be appropriate for them to attend school, due to illness, injury etc. As such, much of the action detailed below is intended to be supportive. Often parents are unaware of the impact of non-attendance at school and the cumulative impact of isolated cases of absence across a period of time; the first stages of this process seek to educate parents of this.

Parents will be informed of their child's attendance percentage half-termly via letter.

% Attendance	Status	Action
100-97%	Green	None
96-95%	Amber	Attendance is tracked internally. Amber letter is sent (appendix 2) offering support to parents.

94%-91%	Red	Attendance Lead telephones home to make them aware of the impact of attendance, support offered (including (pre)early help). Phone call made weekly by FSL to update parents on attendance.
90-80%	Purple	Parent invited in to meet with AL and a member of SLT or class teacher to discuss attendance's impact on achievement and strategies to improve it (meeting format appendix 3).
Below 80%	Brown	Referred to DSL. DSL and a member of the SLT meet with parent to discuss possible CS referral.

## 6. Academy action on punctuality

### Celebrating good punctuality

It is widely recognised that good punctuality is a key ingredient of success at school, especially as the morning routines in most classes involve the teaching of phonics and spellings. It is therefore essential that we support parents and pupils to be on time each day.

Good punctuality is celebrated weekly in assembly with each class with no recorded 'lates' awarded an edible prize.

### Tracking 'lates'

As a parent arrives after the closure of the academy gates (8:45am) they will be directed to the main reception where they will complete a 'late arrival form' in writing or verbally, stating the time, child's name and reason for lateness. These instances of late arrival are recorded by the administration team and tracked to monitor patterns.

Parents will be informed of the number of 'lates' and minutes of education lost in their child's report.

### Following up 'lates'

Number of weeks 'regularly late'	Action taken	Review
2	Letter sent by attendance lead explaining the support on offer and steps should punctuality not improve. (appendix 4).	Move to next stage if no immediate improvement.
3	Parent invited for a meeting with AL to discuss support on offer, refer to EH if needed. Daily morning calls made for the next 2 weeks.	If no improvement in next 2 weeks, move to next stage. If improvement made, monitor & review calls.
5	Parent invited in to meet AL and teacher to discuss the impact of poor punctuality on their child's achievement and explain how legal action can be taken/referral to CS. (Meeting format appendix 5).	AL to make contact weekly to review previous week's attendance.

## 7 Academy action on late-collection

### Processes

The academy day finishes at 3:20pm on a Monday, Wednesday and Thursday; 4pm on a Tuesday and 2pm on a Friday.

Each year group/class is collected from a designated door around the academy building and is overseen by the teaching staff who complete a check-list to show who they were collected by.

Any children who are not collected by 3:35 should be taken to the corridor outside the office door. They are sat on a bench (from the hall) and the office door pinned open so that they can be seen.

The administration team will contact parents to enquire as to who is collecting their child and when.

When a child is collected late from the office, parents are asked to complete a late pick-up form to support tracking. Parents who fail to collect their child within 45 minutes are issued with a letter from the HT in the first instance (appendix 6) and asked in to meet in the event of any further occurrence.

### **Child abandonment**

Should a parent fail to collect their child and makes no contact with the academy before 4pm (or 40 minutes after finish time) the incident should be referred to the HT and DSL who will consider referral to the duty social worker at children's services and the police. If this does occur, the parent will be expected to meet with the HT and DSL on arrival at the academy.

### **Policy review**

This policy will be reviewed every three years.

## Appendix 1: Extraordinary leave request form

Please complete this form in as much detail as possible and return to the MCPA reception at least 1 week before the first day of requested leave.

Please be aware that should your request not be authorised and your child is absent, the matter will be referred to the local authority who will issue a fine of £120 per child (falling to £60 if paid within 21 days). (falling to £60 if paid within 21 days). You will receive notification of the fine directly from the council and will be required to make payment online.

Please ensure that you have made every possible effort to take the leave outside of term-time; requests for holidays in term-time will not be authorised in normal circumstances.

A written response to your request will be posted to your home address within 3 working days and the Head Teacher's decision is final. For further information, you may request a copy of our attendance and punctuality policy from the MCPA office.

**Name of child:** \_\_\_\_\_

**Class & year group:** \_\_\_\_\_

**Proposed start of absence:** \_\_\_\_\_ **Proposed return date:** \_\_\_\_\_

**Total number of school days missed:** \_\_\_\_\_

**Intended destination (if travelling):** \_\_\_\_\_

**Details of any siblings attending MCA for whom the request will also be made (please note, you must also apply to MCA for a leave of absence):** \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please explain why this absence cannot take place in the school holidays: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

*Admin use only:*

Current attendance %:	Head Teacher's decision:	Reason:



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DATE

RE: Authorised leave of absence in term time.

Dear XXX,

Thank you for your recent application for extraordinary leave for your child XXXXXX between the dates XXXX and XXXX.

In this instance I have decided to authorise your child's absence for a period of X days as per MCPA's attendance policy.

This means that any absence beyond these days will be unauthorised and therefore will be referred to the local authority for the issue of a fine of £120 (dropping to £60 if paid within 21 days).

We expect your child to return to MCPA on XXX.

Please be aware that if your child does not return on the agreed date the whole period of absence, including the agreed period of authorised absence will be recorded as unauthorised.

If 20 days of unauthorised absence have occurred, we will ask you to register your child in a school where you are residing whilst on leave, as you are not in reasonable distance to travel to Manchester Communication Primary Academy and the length of absence is no longer temporary, but undetermined. If this occurs, your child will be removed from the academy's admissions roll and attendance register on the 21<sup>st</sup> day of absence. On return to MCPA you would be required to re-apply for a place for your child.

Thank you in advance for your co-operation and I wish you a safe journey,

Alex Reed  
Head teacher



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*with you... for you... about you...*

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DATE

RE: Unauthorised leave of absence in term time.

Dear XXX,

Thank you for your recent application for extraordinary leave for your child XXXXXX between the dates XXXX and XXXX.

In this instance I have decided not to authorise your child's absence, as per MCPA's attendance policy.

This means that if you choose to take the leave requested, these days will be unauthorised and therefore will be referred to the local authority for the issue of a fine of £120 (dropping to £60 if paid within 21 days).

If 20 days of unauthorised absence have occurred, we will ask you to register your child in a school where you are residing whilst on leave, as you are not in reasonable distance to travel to Manchester Communication Primary Academy and the length of absence is no longer temporary, but undetermined. If this occurs, your child will be removed from the academy's admissions roll and attendance register on the 21<sup>st</sup> day of absence. On return to MCPA you would be required to re-apply for a place for your child.

Thank you in advance for your co-operation,

Alex Reed  
Head teacher

## Appendix 2: Amber attendance letter

DATE

RE: Amber attendance alert.

Dear Parent/Carer,

I am writing to inform you that your child's current attendance for this academic year is XX%, as our target for attendance at MCPA is 97%, any attendance which falls just below is classed as 'amber' attendance as we know that by working with you, we can get it back up to green quickly.

The tone of this letter is intended to be supportive, we know that children do have illnesses and injuries which mean they are unable to attend school from time to time, but we also want to emphasise the importance of good attendance at school and warn of the consequences of further absence.

Did you know that a child who finishes the school year with attendance of 95% has actually missed two weeks of school? We find that it can be the small one-off absences which add up to impact negatively on a child's learning. A child with 90% attendance has actually missed just under a month of school in a year, that's a lot of lost learning.

We try to celebrate good attendance at MCPA in a way that doesn't exclude children who have missed school for genuine reasons (illness etc) by doing the following:

- The class with the highest attendance each week receive £10 for their class 'attendance bank' account, which they can spend as they wish.
- Children in school on attendance focus (census) days are all entered in to a prize draw.
- At the end of the year, a raffle is held for each year group, each child is entered once for each half term in which they had 100% (that means there are 6 opportunities to be entered) and a winner is drawn. We don't share with the children how many tickets each child has, but they've got to be in it to win it!

This letter aims to ensure that you know what impact those missed days can have on your child's progress, and to offer you support. Please remember that our children can access our breakfast club every day from 8am and that if you need any further support with ensuring your child attends well, you can contact us to arrange a meeting with our pastoral team

Thank you in advance for your co-operation.

Alex Reed  
Head teacher.

### Appendix 3: Attendance formal meeting format

To be completed and uploaded to CPOMS as 'attendance purple meeting'.

<b>Child's name:</b>		<b>Class:</b>	
<b>Percentage attendance:</b>		<b>Date of meet:</b>	
<b>English progress:</b>		<b>Maths progress:</b>	

**Prior to the meeting: Anything of note regarding attendance (e.g. had 7 days off with chickenpox or patterns):**

**In the meeting: The Academy's concerns (ref information above):**

**In the meeting: The parent's reasons for absence & support needed:**

**Actions by the academy:**

**Actions by the parent:**

*By signing this document, you are agreeing that it is an accurate and true reflection of the meeting and are committing to the actions detailed above.*

Signed: Parent \_\_\_\_\_ Staff \_\_\_\_\_

DATE



## Appendix 4: Punctuality letter



*with you... for you... about you...*

### Manchester Communication Primary Academy

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RE: Punctuality of XXX (name)

Dear Parent/Carer,

I am writing to inform you that your child's current punctuality is a cause for concern.

So far this academic year, we have recorded X late arrivals at the academy, totalling XX minutes of lost learning. The result of this is that your child is regularly missing their morning activity in class. The first 45 minutes of each day are dedicated to spelling, phonics and handwriting, all of which are essential to success in school.

The purpose of this letter is to make you aware of the amount of times which your child has been late, outline the impact of this on their learning and to offer support in ensuring that this improves.

The academy doors open at 8:30am so that children can be in class ready to start learning at **8:45am, please be on time for ten to nine.**

If a child misses 8 minutes of school per day for a year, this equates to a week of missed learning, and will inevitably have a negative impact on their progress.

We do appreciate that from time to time people are late to school, due to traffic, public transport failures and other unforeseen circumstances. However, this should not be typical.

Our breakfast club opens at 8am each morning, if you are able to, please bring your child to it as this will ensure that they get to school on time, have a good breakfast and you can beat the traffic/morning rush etc.

If you would like to discuss the circumstances of your child's late arrivals to school and access a range of support to help ensure that they are reduced in future, please contact our pastoral team who will be happy to help you to improve your child's punctuality.

Whilst I'm confident that together we can help to improve your child's punctuality, I should warn that late arrivals at school can constitute un-authorised absences, which Manchester City Council do impose fines for.

Thank you in advance for your co-operation.

Alex Reed  
Head teacher.

## Appendix 5: Late pick-up letter



Manchester  
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*with you... for you... about you...*

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DATE

Child's name:	
Date of late collection:	
Time of late collection:	

Dear Parent,

On the above date, your child was collected late from school and we were unable to make contact with you for some time.

Whilst we understand that from time to time there are emergencies and other incidents which may interrupt your usual plans for collection, it is vital that this is communicated to the school wherever possible so that alternative plans can be made.

It is our procedure to supervise children who are not collected in the school office, where they sit and wait for their adult to collect them. Whilst we will always do our best to ensure that your child is happy and comfortable, waiting for their parent can cause some anxiety.

For our own staff, to whom I have a duty of care; parents collecting their children late can result in our staff having to stay beyond their usual working hours. This means that they are in turn late home or late to collect their own children.

If a child is collected over an hour late without contact, it is our policy to contact children's services as this is classified as 'child abandonment'.

For all of the above reasons, it is very important to ensure that you are not late to collect your child again, and where it is unavoidable, the school is notified immediately.

Should you require any additional support, please contact Lorraine Carlin, our designated safeguarding lead, via the MCPA office.

I look forward to your renewed support in this matter.

Yours faithfully,

Alex Reed  
Head teacher