



Manor Green Primary Academy

Aspire. Achieve. Succeed.

Principal: Ms. T. Thornton
Vice Principal: Mr. S. Mycroft

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Wednesday 22nd January, 2020

Dear Parent / Carer,

I am writing to inform you of a new attendance initiative at Manor Green effective from Monday 3rd February, 2020.

We are working closely with the Local Authority Education Welfare Service (EWS) to improve our attendance and attain high standards of attendance. This is with the aim to meet our safeguarding responsibilities; also to improve achievement for all our pupils and to meet the school attendance target of 97.5%.

Whilst we appreciate that children may need to be absent from school for a variety of reasons, we ask that you pay particular attention to ensuring that your child attends school regularly and punctually. You will be aware that school have an excellent pastoral team who are able to support pupils with minor ailments and concerns.

To this end, with effect from Monday 3rd February, our registers will close at 9.15 a.m. (in line with other Tameside schools & Focus Trust Academies), and children entering via the office after this time will be given a 'U' mark (unauthorised absence) instead of an 'L' mark (late). For any child who has a medical appointment, the school office will need evidence of that appointment, either beforehand or on the day.

We have been advised by Tameside to start issuing Penalty Warnings to those children who are absent from school (unauthorised) for 10 sessions over a 12 week period and from the 3rd February, this will be implemented. Fixed penalties will continue to be issued for unauthorised holidays taken in term time.

If you have any concerns about your child's attendance at school, or if you experience any difficulties, please do not hesitate to contact us for assistance on the telephone number above. Please remember our children can only Aspire. Achieve. Succeed. If they attend school on time and regularly.

Yours sincerely,
Ms T Thornton
Principal

The full Focus Trust Attendance Policy can be seen on the school's website.

'Care, Share, Fair, Dare, Healthy & Happy'



Part of the Focus Academy Trust

