

Attendance Policy

extension: Parent friendly

Policy

Approval body:	MAW: LGB
Recommending body:	MAW: LGB
Implementation date:	November 2025
Review date:	November 2026
Status:	Approved
Policy version	

Our Expectations

- All pupils should aim for at least **97% attendance** across the year.
- Pupils are expected to arrive on time every day, ready to learn and demonstrate our values of pride, kindness and respect.
- Every lesson counts – missing even one day can impact progress.
- School officially starts at 8:40am, but we ask all students to be in the building by 8:30am. This allows plenty of time to move to line-up areas, organise belongings, and be fully prepared for the day ahead.



Reporting an Absence

Contact the school office or attendance team as soon as possible on the first day of absence. You can contact us by:

- **Text:** Via **MyED app**
- **Phone:** 0208 889 6761 (ext 4141)
- **Email:** Attendance@mulberryschoolstrust.org If we have not received any information by **9:30am**, the Attendance Team will contact home.
- Please include your child's name, form group, and reason for absence.
- Keep us updated if the absence continues and provide any medical evidence where required.

Lateness

There is an expectation that students arrive on time (**8.40 am**). Where they are late, they miss key information and learning. It is also extremely disruptive for their peers. For this reason, there are consequences for persistent lateness to school and lessons.

If a child is running late due to an exceptional circumstance, parents/ carers must call in to report this (ideally ahead of their arrival) and to explain the reason for consideration of waiving the associated detention.

Illness

We understand that children get sick sometimes. If your child is too unwell to attend, let us know as early as possible.

If your child has a minor illness (like a cold), they should still attend school if they feel well enough. We can support them during the day if needed.

Medical Appointments

- Where possible, please arrange appointments outside of school hours.
- If your child must attend a medical appointment during the school day, please provide a copy of the appointment letter/text and where possible **book in the afternoon**.

Holidays in Term Time

- Holidays during term time cannot be authorised unless there are **exceptional circumstances**.
- Taking holidays during school time will result in a **fixed penalty notice (fine)** issued by the Local Authority.

We ask for **honesty and transparency**. If you are planning to travel during term time, please inform us in advance and share the following information:

- Provide full travel details (including **dates, destination**, and a **photo of return tickets**)
- This helps us meet our safeguarding duties and ensures your child is not recorded as 'Missing from Education'. If full information is given, we will not follow up with phone calls or home visits during the period of absence

If Attendance Falls Below Expectations

We'll work closely with you if your child's attendance drops. This might include:

- A letter to make you aware
- A meeting to talk through any challenges
- Support from the pastoral or attendance team
- In some cases, involvement from the Local Authority

How We'll Support You

We understand that life can be complicated. If you're struggling with routines, health issues, transport, or other barriers, **please talk to us** as we're here to help, not judge.

We can support you with:

- Pastoral care and wellbeing
- Help getting to school
- Referrals to local services
- Mentoring for students with anxiety or emotional challenges

If you have any concerns or questions about attendance, please don't hesitate to get in touch with our attendance team or your child's tutor or head of year.