What Parents Must Know About Attendance

Manchester Muslim Preparatory School

Regular attendance is essential to pupils' learning, wellbeing and safeguarding. High attendance is a shared responsibility between parents and the school.

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1. Your legal responsibility as a parent

• Parents are legally responsible for ensuring their child attends school every day the school is open
• Pupils should only be absent if they are too ill to attend or permission has been granted in advance
• Failure to ensure regular attendance or to engage with the school may result in formal action in line with the Attendance Policy

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2. Arriving on time – what the times mean

Morning drop-off: 8:15am–8:25am
Register saved: 8:30am
Morning register closes: 9:00am

• Arrives **by 8:30am** → **Present**
• Arrives **after 8:30am but before 9:00am** → **Late (L)**
• Arrives **at 9:00am or later** → **Unauthorised absence (U)** for the morning session

Afternoon register closes: 1:00pm
• Not present by this time → **Absent for the afternoon session**

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3. Reporting absence

• Parents must inform the school **by 8:15am on the first day of absence**
• Absence must be reported by phone or email and include a clear reason
• Where illness is prolonged or frequent, medical evidence may be requested

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4. Term time leave – very clear guidance

• There is **no entitlement** to term time leave
• Leave during term time will only be authorised in **exceptional circumstances**, such as serious emergencies
• Holidays, family trips or travel taken for reasons of convenience or cost are **not exceptional circumstances**

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5. How to request absence during term time

• Any request relating to absence during term time must be made **by email to the school office**, for the attention of the Headteacher
• Requests must be made **in advance wherever possible**
• Submitting a request does **not** mean it will be approved
• Parents must **not make any travel or accommodation bookings** unless written authorisation has been received

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6. What happens if leave is taken without permission

• Any absence taken without authorisation will be recorded as **unauthorised absence**
• In line with the Attendance Policy, this may result in a **fine of £50 per unauthorised day, per pupil**

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7. Appointments during the school day

• Medical and dental appointments should be arranged **outside the school day or during holidays**
• Where this is not possible, pupils should miss the **minimum time necessary**
• In emergencies, parents must notify the school immediately

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8. Why attendance matters

• Absence affects pupils' learning, routines and progress, especially in primary education
• Attendance is a key safeguarding indicator
• The school monitors attendance closely and works with families where concerns arise

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9. Where to find full details

The full Attendance Policy is published on the school website. Parents are expected to be familiar with the policy and to work in partnership with the school to support good attendance.

Top 10 Attendance Rules Parents Must Know

1. Parents are legally responsible for ensuring their child attends school every day the school is open.
2. Pupils should only be absent if they are too ill to attend or permission has been granted in advance.
3. Morning drop-off is between **8:15am and 8:25am**.
4. Arriving **by 8:30am** is recorded as **present**.
5. Arriving **after 8:30am but before 9:00am** is recorded as **late (L)**.
6. Arriving **at 9:00am or later** is recorded as **unauthorised absence (U)** for the morning session.
7. Parents must inform the school of absence **by 8:15am on the first day** and give a clear reason.
8. There is **no entitlement** to term time leave. Holidays are not exceptional circumstances.
9. Requests for term time absence must be made **by email**, in advance, and may be refused.
10. Unauthorised absence may result in a **fine of £50 per unauthorised day, per pupil**.