

Pupil Attendance

Welcome back!

You may recall that before the summer break we wrote to you explaining the changes in attendance legislation and your responsibilities as a parent or carer.

To support these changes in legislation our Attendance and Welfare Team has expanded.

Following Mrs Bagnall's retirement in the summer we have a new Attendance and Pastoral Team. Mrs Carter has taken on the post of Attendance and Pupil Support, and we welcome to our school Mrs Bates, who has taken on the role of Attendance and Pupil Welfare.

Here are some polite reminders regarding attendance and punctuality as we progress into the new school year.

Registering

Pupils are to be on school site at **8.30am**

Registration taken at **8.35am**

Any pupils arriving after **8.38am** - will be marked as late (L)

Registers close at 9.00am, pupils who arrive/register after this time will be marked as unauthorised **(U)**

Please note both L and U marks will impact a pupil's attendance in line with the new legislation.

Absences

Parents/carers are to inform school by 8.30am **every day of their absence.**

You will be asked to leave - **pupil's name, form and reason for absence.**

How to inform:

Attendance telephone line - 01782 287800 Option 2

Email: attendance@madeley.set.org

Please refer to our school website for further information on attendance, for example producing copies of appointment letters/texts.

Any communication regarding attendance can be made either by telephone or email.

Should you have any queries please don't hesitate to contact the Attendance Team.