

Manchester

Secondary

PRU

Your child's Learning Centre is:

Music Staff Intensive Support North

599 Ashton New Road

Clayton

Manchester, M11 4SG

0161 231 2635

Main Office:

Manchester Secondary PRU
Mersey Valley
Barlow Hall Road
Chorlton
M21 7JJ
Tel: 0161 826 8610



MANCHESTER
SECONDARY PRU



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Attendance Policy for Parents & Carers

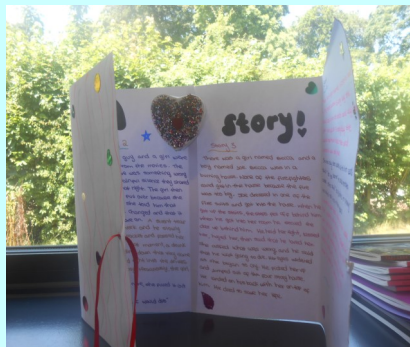


For more information on
Manchester Secondary PRU please visit our webpage:
www.mspru.manchester.sch.uk

Remember...

One of the most important things that you can do for your child's future is to make sure they go to school

By ensuring good attendance you are ensuring your child has the best opportunity to maximise their potential.



At Manchester Secondary PRU and all of its learning centres the school day begins at 9.00 am and we advise all parents and carers to ensure their child is on site prior to this.

If your child is going to be absent contact their Learning Centre on
0161 231 2635
before 9.00

Applications for leave of absence in term time will only be authorised in exceptional circumstances.
Holidays will no longer be authorised in term time.

If you are concerned about your child's attendance, please contact Sarah Mulvey Attendance Officer on 0161 826 8617 for support and advice.

As a parent/carer you have a legal responsibility to ensure your child attends school every school day.

Year 11 student's are legally required to attend school until the last Friday in June in year 11.

If you would like a copy of the School Attendance Policy please call 0161 696 7965



Unauthorised

Absence

Where there are unacceptable levels of unauthorised absence you may be issued with a

Penalty Notice which is £60 if paid within 21 days, increasing to £120 if paid within 28 days.

If you wish to take your child out of school in term time you have to apply to the Head Teacher in advance.

Please ask at your child's Learning Centre for a leave of absence request form.