



Attendance

Matters

Every student. Every lesson. Every day.

A place where everyone plays a part in strengthening our learning community through **Motivation, Commitment and Care.**

September 2026



Minsthorpe
Community College

Why does Attendance Matter?

As Principal of Minsthorpe Community College, my message regarding attendance is clear:

Every student. Every lesson. Every day.

By attending every lesson, every day, students demonstrate our College values of Motivation, Commitment and Care.

Motivation – We want students to enjoy coming to College, to enjoy being with their friends and their teachers in lessons and to enjoy playing an active role in our learning community.

Commitment – We want students to have a first-class education which depends upon them working hard, alongside their teachers, in every lesson. Being committed to attending every day and arriving on time are essential habits for success in life beyond Minsthorpe Community College.

Care – We want our students to feel cared for. Having great attendance supports students' wellbeing, contributes to building supportive relationships and strengthens their feeling of belonging. We reward and recognise good attendance at every opportunity.

I ask that parents and carers play their part by encouraging great attendance and by getting in touch with the Attendance Team if their child is struggling to attend.



Mark Gilmore
PRINCIPAL



Meet the Team

We have a dedicated Attendance Team who are there to support you and your child achieve our aim:

Every student. Every lesson. Every day.



Mrs E Chamberlain
Head of Attendance



Mrs G Newton
Educational Welfare
Officer



Mrs G Ryder
Attendance Officer



Miss E Hunt
Attendance Officer



Mrs T Fisher
Attendance Support



Mr T Dowey
Careers Lead & PP
Attendance Support



Mrs L Thornton
Attendance Admin

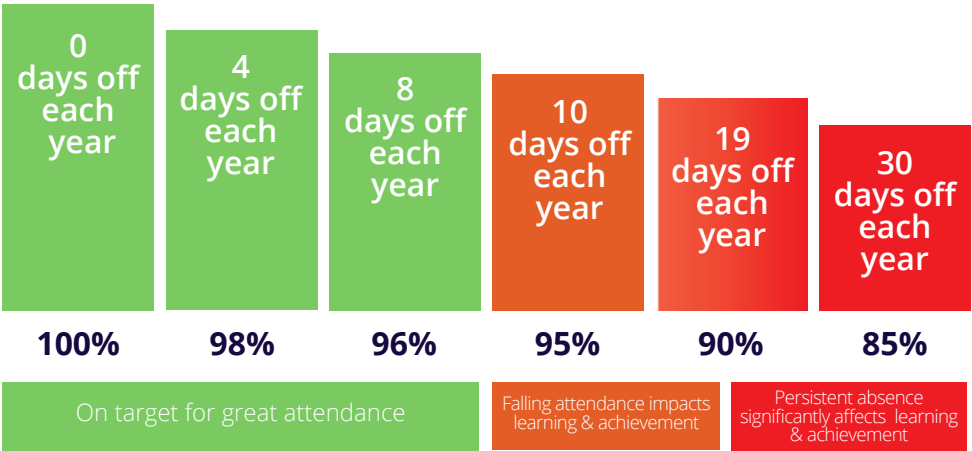
Please contact the **Attendance Team** via School Gateway or by emailing enquiries@minsthorpe.cc.



Minsthorpe Community College

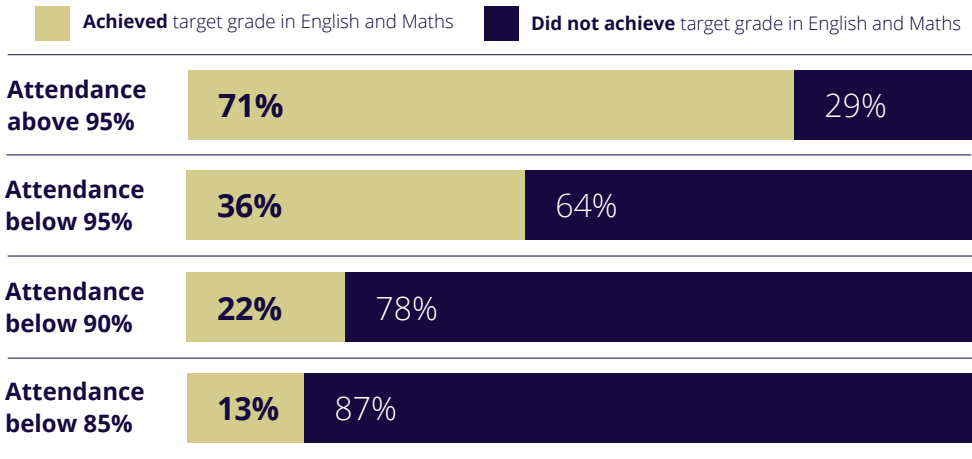
What does good attendance look like?

Minsthorpe Community College's attendance target is 96%. The bar chart below shows attendance percentages as 'days off' each year. To achieve the target of 96% attendance, students should aim to have no more than 8 days absence per year.



Persistent absence, often called PA, is 90% attendance or less (more than 19 days off per year). This impacts negatively on learning and progress.

The following chart shows the clear impact of attendance on students' GCSE results in Year 11 at Minsthorpe Community College last year. The better your attendance, the higher your GCSE grades!



What is the difference between authorised and unauthorised absence?

Minsthorpe Community College follows the Department for Education (DfE) Guidance regarding authorised and unauthorised absence.

Authorised absence

We understand that some absences are unavoidable. This is called authorised absence and includes:

- Genuine illness, when a student is too ill to come to school
- Specialist medical and dental appointments
- Religious observances
- Family bereavement

These absences need to be kept to a minimum. Written evidence of extended illness and medical appointments will be requested.

Please contact the Attendance Team before 8.30am via the School App or by emailing **enquiries@minsthorpe.cc** if your child is unavoidably absent. Please give a clear reason and **contact us on each day of absence.** The College will send a text message during Period 1 if no contact from home is received. The Attendance Team will follow up with phone calls and/or home visits, as appropriate.

Unauthorised absence

Unfortunately, some absences are **not** essential or reasonable. This is called unauthorised absence and includes:

- Unexplained absence
- Day trips, family outings or long weekends
- Problems with uniform or hair styles
- Routine medical and dental appointments (which must be taken after College)
- Taking a full day off for a short appointment
- Birthdays
- Term-time holidays
- Arriving after 9:05am (30 minutes after the register has closed)

Every student. Every lesson. Every day.



Minsthorpe Community College

Punctuality

Punctuality is an essential life skill which we want our students to establish. Late arrivals are disruptive to the learning of everyone within the classroom.

We ask you to ensure that your child arrives to school on time. We will contact you if your child is persistently late.

8:25am – Students move to P&A Time

8:30am – Gate Closes (Students Late)

8:35am – Register taken

9:05am – Register closed (unauthorised absence)



Holidays during Term-Time

Any holidays taken during term-time will be **unauthorised**. Minsthorpe Community College informs Wakefield Local Authority (LA) of term-time holidays of 5 days or more and the LA issues Penalty Notices (fines).

Taking holidays during term-time means that students miss out on learning which they will need to catch up on when they return to school.

Leave of Absence

Only 'exceptional circumstances' warrant a leave of absence. A Leave of Absence Form must be completed by the parent/carer and written evidence must be provided. The Principals will consider each application individually.



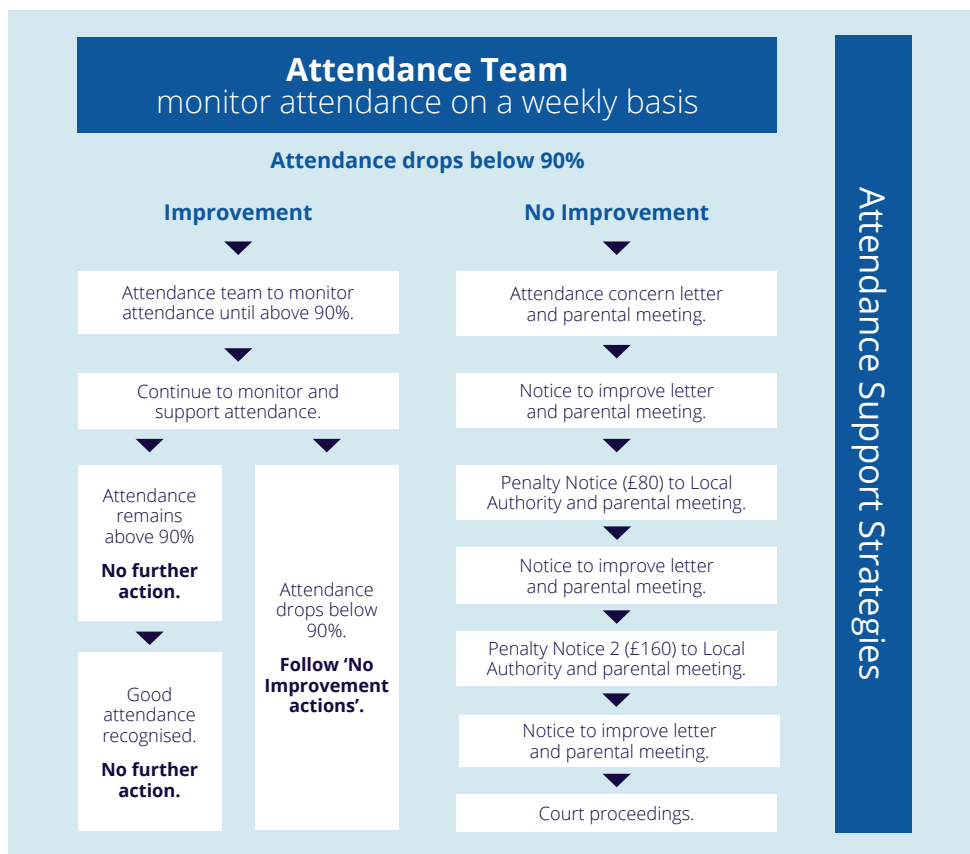
What happens if attendance drops below 90%?

The DfE classes attendance of below 90% as **persistent absence**.

Minsthorpe Community College is required to follow the statutory DfE Guidance 'Working together to improve attendance' which includes the legal process outlined below. This process can lead to prosecution for absence. A penalty notice of £80 may be issued by Wakefield Local Authority as an alternative to prosecution. This will rise to £160 if not paid within 21 days.

We want to work with parents/carers to avoid persistent absence and to improve their child's attendance. The flowchart below shows the process we follow:

The flow chart shows the process we will follow:



We ask parents/carers to contact the Attendance Team via School Gateway or by emailing enquiries@minsthorpe.cc if their child is struggling to attend College.

Every student. Every lesson. Every day.



Minsthorpe
Community College

Contact Details

Minsthorpe Lane,
South Elmsall,
West Yorkshire,
WF9 2UJ

T. 01977 657600
E. enquiries@minsthorpe.cc
minsthorpe.cc

Principal
Mark Gilmore