



31st January 2025

Dear Parent/ Carer

Attendance Matters – Update from the Principals

We would like to say a big thank you for supporting your child to attend College; attendance has improved in the Autumn term when compared to last year's figures. This is something to celebrate and continue to work upon throughout the rest of the academic year. We truly appreciate everything you do to get your child into College even in a cold, wintry January.

Our mantra is **'Every Student. Every Lesson. Every day'**. With so many exciting and enriching opportunities on offer, it is important that students make the most of our College and establish routines that will benefit them for life.

We have had an exciting start to 2025 with the opening of our new community sports hall and studios. The students have enjoyed their first lessons and the new extra-curricular clubs in these state-of-the art facilities. If you don't already, why not follow us on social media, where we post photographs of our wonderful students enjoying their learning across the curriculum?

Spring Term 2025

This is a shorter term than the long Autumn Term (12 weeks in total). We would like to remind you of the dates:

Monday 17th February 2025 – Friday 21st February – College closed for half term break.
Monday 7th April 2025 – Monday 21st April 2025 – College closed for Easter break.

We return to College on Tuesday 22nd April (the day after Easter Monday). This is not the usual holiday pattern.

Illness

At Minsthorpe Community College, **we expect every student to attend every lesson, every day.**

Minor illness should not be a reason for staying at home. As a caring College, we will always listen to any concerns students may have and, if appropriate, our dedicated team within the HUB will contact you if they believe your child is too ill to remain in College. Our Attendance Team is always available should you wish to discuss your child's individual circumstances. If your child is too ill to attend College, you must contact the College before 8:30am on the first day of absence. If your child is ill for more than one day, you will need to contact the College on each morning of the absence, unless otherwise agreed.

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Minsthorpe Lane, South Elmsall, West Yorkshire, WF9 2UJ T. 01977 657600 E. enquiries@minsthorpe.cc minsthorpe.cc

Principals Mark Gilmore & Rachael Merritt



To report an absence, please contact via the School Gateway, phoning the College or contacting The Attendance Office by emailing enquiries@minsthorpe.cc. Please clearly explain the symptoms your child has, when the symptoms started, and when you expect your child to be well enough to return to College.

The college has a legal obligation to record absences. We must determine whether absences are authorised or unauthorised. Unauthorised absences are detrimental to a child's progress in school and can result in fixed penalty notices being issued.

Support for your child's attendance

We are a supportive college who care for our students and the wider community we serve. Please remember that we are here to help your child attend college in any way we can. Please get in touch with our Attendance Team if you require any additional support. If we cannot help directly, we will work with you to help you find other support.

You can contact us by emailing enquiries@minsthorpe.cc or via School Gateway.

We can support your child best when they are in College. Every Student. Every Lesson. Every Day.

Yours sincerely

Mr M. Gilmore
Principal

Mrs R. A. Merritt
Principal

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