



Manchester Academy

The best in everyone™

Part of United Learning



Attendance & Punctuality Guide 2026 - 2027



United Learning
The best in everyone™

Make Manchester
Magic

Ofsted
Good
Provider



Regular school attendance is vital so that all students at Manchester Academy can reach their full potential. Manchester Academy believes that attendance is the bedrock of a successful education in both academic excellence and being happy, thriving individuals that leave us to become contributing members of society. We aim to understand and support families but not to tolerate poor attendance. We seek to identify reasons for poor attendance and work with families to improve attendance, keeping in mind the child's best interests at heart. Attendance plays a key role in all aspects of Academy life and should be viewed alongside our Safeguarding, Behaviour, Anti-Bullying and SEND policies.

Key Principles

Parents/carers are legally obliged to ensure that children of compulsory school age receive an efficient, full-time education suitable to their age, aptitude, and any special educational need that they may have. Where parents/carers decide to have their child at school, they have an additional legal duty to ensure their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for absence in advance from the school.

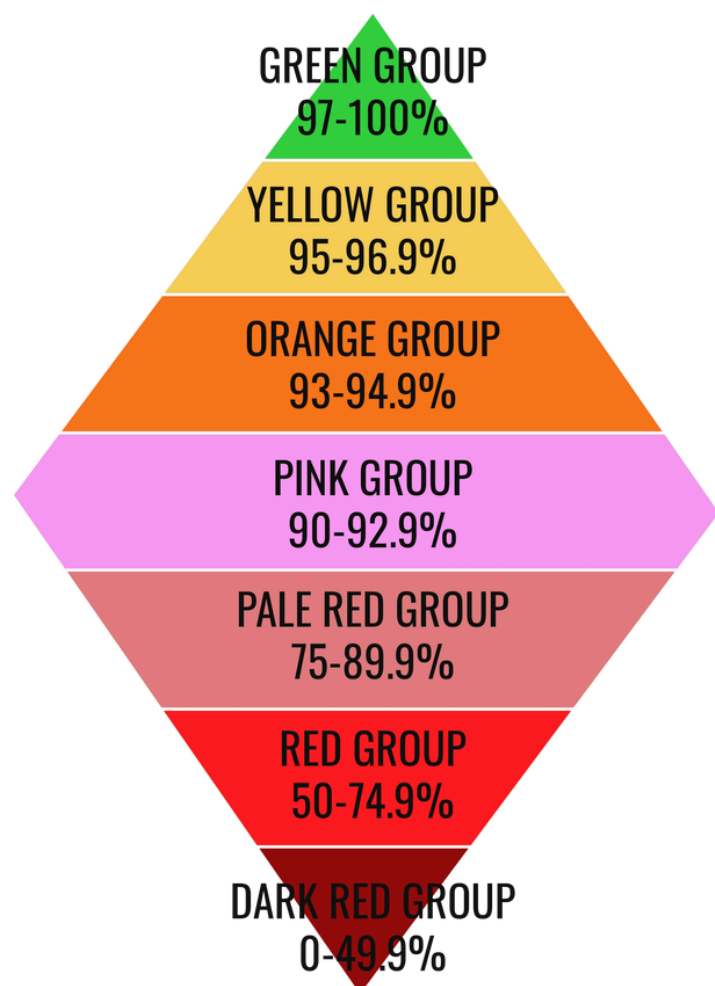
Compulsory school age means beginning of the term following the child's 5th birthday until the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use of legal enforcement.

The Education (Pupil Registration) (England) Regulations 2016, require schools to take an accurate attendance register twice a day, once at the start of the morning session and again during the afternoon session.



The target attendance figure for all pupils is a minimum of 95% attendance. Based on current attendance figures your child will be placed in one of the following groups below:



Attendance Matters



Maximise your potential. Attend the Academy every day.

100%	0 DAYS	0 LESSONS MISSED
99%	1 DAY	5 LESSONS MISSED
98%	3 DAYS	15 LESSONS MISSED
97%	1 WEEK	25 LESSONS MISSED
96%	1.5 WEEKS	37 LESSONS MISSED
94%	2 WEEKS	50 LESSONS MISSED
93%	2.5 WEEKS	62 LESSONS MISSED
92%	3 WEEKS	75 LESSONS MISSED
90%	3.5 WEEKS	82 LESSONS MISSED

Recent studies show that pupils with 95-100% attendance in Year 11 are almost twice as likely to achieve a Grade 5 in English and Maths compared to those with 90-95% attendance.
Missing just 10 extra days in a school year can halve the likelihood of hitting those benchmark grades.
Students with persistent absence in secondary school (missing more than 10% of sessions) could earn £10,000 less per year by age 28 compared to peers with near-perfect attendance.

Your child will be informed of their Attendance Group by their form tutor. Manchester Academy are monitoring students closely whose attendance is falling and will contact you if your child's attendance does not improve. As a parent/carer you are committing an offence if you fail to ensure that your child attends Manchester Academy regularly and punctually, even if they are missing school without your knowledge. It is important that parents/carers monitor single day's absence, as these days soon add up to weeks.



Attendance Codes - What Do They Mean?

Present:

Code / \: Present at school. / = morning, \ = afternoon

Code L: Late before register is closed

Authorised Absence:

Code C: Leave of absence for exceptional circumstance

Code I: Illness

Code M: absent for the purpose of a medical/dental appointment

Code S: Absent for purpose of study leave

Code P: Participating in a sports activity

Code W: Participating in work experience

Unauthorised Absence:

Code N: Reason not yet established

Code G: Holiday not granted by school

(Holiday cannot be an authorised if parent did not apply in advance)

Code O: Absent without sufficient reason given

Code U: Late after the register is closed (unauthorised absence)

Attendance Impact on student's GCSE's

100%

(Full Attendance)

82% will achieve 5+ Good GCSE grades

97-99.9%

(Good Attendance)

79% will achieve 5+ Good GCSE grades

95-96.9%

(Attendance Requires Improvement)

53% will achieve 5+ Good GCSE grades

90-94.9%

(Worrying Attendance)

45% will achieve 5+ Good GCSE grades

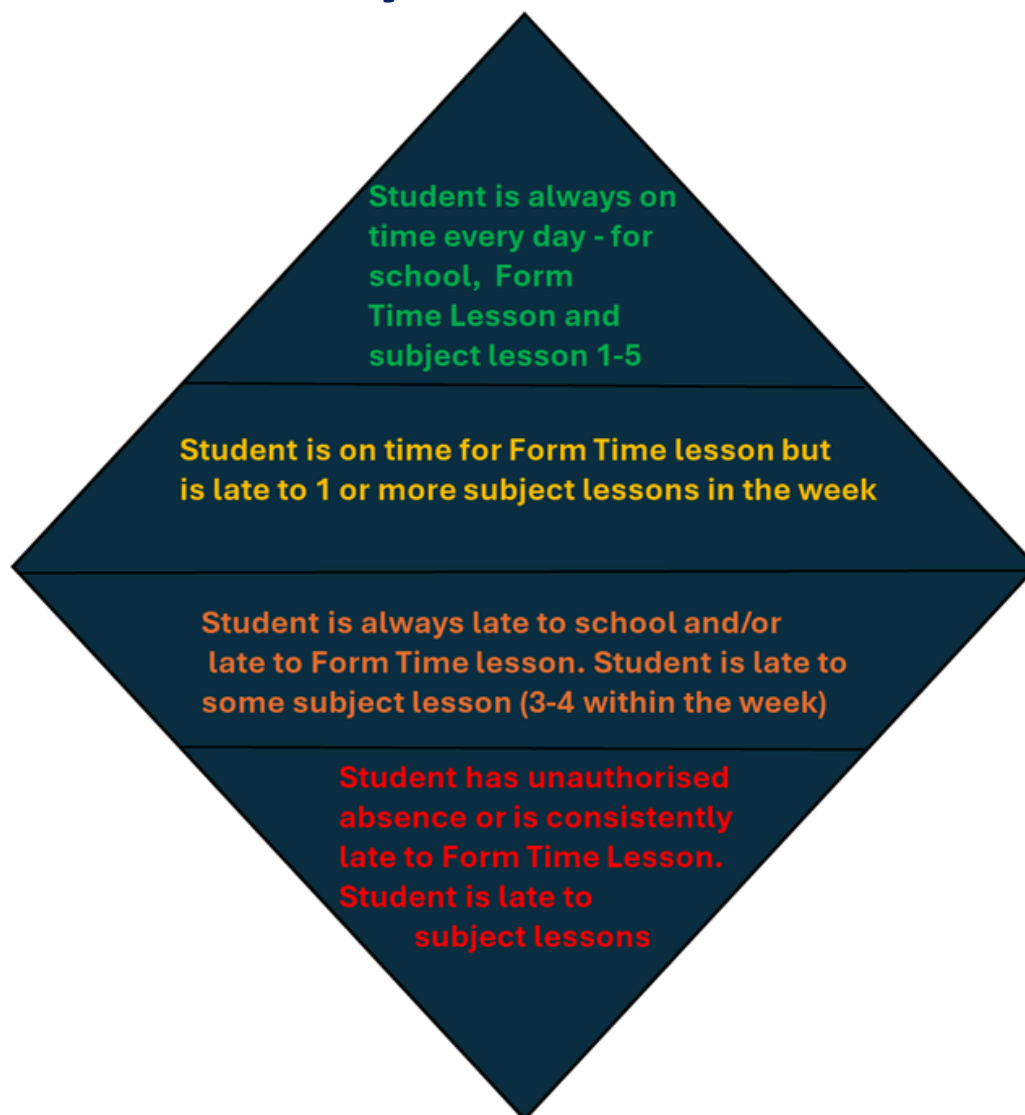
-Below 90%

(Serious Concern)

36% will achieve 5+ Good GCSE grades



MA Punctuality



When you are absent from Form time lesson and/or subject lessons your child is missing key information from staff or outside visitors.

Form time lesson is key to supporting students in their Personal Development which is linked to Character and Culture lesson, through PSHE and Awareness Days. Revision skills, personal statements, Apprenticeship and college information / applications all form part of Form Time lesson time. Students are encouraged to tap into student leadership experiences through whole school, year group, Form or Queen Bees opportunities. Careers and work experience is also part of Form time Lesson, where outside visitors may attend assemblies and provide key information to students on their next educational journey.

If your child is late to lessons, they will miss starter activities which link to the main content of the lesson. Subject knowledge and understanding will be missed, and this is vital for the application of independent work, revision in lessons and independent learning completed at home.

There is no excuse for a student at Manchester Academy to be late for school / Form time lesson or their subject lessons.



The **Form Tutor** will have conversation with all students in their form time lesson during Culture lessons. It is important to keep attendance to school as a key priority to drive learning and progress of all students in the school.

First Day Calling: Year Leaders will contact parent/ carers to enquire as to your child's absence. Phone calls are a priority of the school, and it is essential a reason is given once contact has been made. All contact with parents is logged on Arbor.

Green 97% - 100%

The Form Tutor will have a conversation with each student in form time lesson.

The Form Tutor will phone parents/carers during each year group Pastoral Meetings during each half term. All phone calls and/or emails are recorded on Arbor.

Yellow 95% – 96.9%

Form Tutors have a conversation with students in form time lesson.

Year Directors will call parents if a student's attendance has a 1% decrease. A letter 1 will also be sent out to parents/ carers. All information - phone calls/ and/or emails, plus Letter 1 will be recorded on Arbor.

Orange 93.9% - 94% and Pink 90%- 92.9%

Form tutors have a conversation with students in form time lesson.

The Attendance Officers for Y7- Y11 will contact parents/carers by phone call and/ or email if attendance % is decreasing. A Letter 2 is sent to parents. All information is recorded on Arbor.

Red 0% - 89.9% -

The Attendance Officer will have a conversation with the student each week.

The Attendance Officers , Assistant Vice Principal for the year group and the Vice Principal will phone and/or email to parents/ carers will take place as attendance at this level is a concern – Educational neglect. A Letter 3 will be sent out to parents. All information is recorded on Arbor.

Severe Absence (SA)/ Persistent Absence (PA)

The Attendance Team will check reasons for absence with the with Safeguarding Team and at Safer Schools Partnership Meetings attendance is discussed from home visits.

Phone calls, emails and Home Visits will take place.

Manchester Local Authority check students with Persistent Absence and Severe Absence. This could link to *penalty notices or Child Missing in Education investigations*.

Students Educated Offsite

The Complex Student Leader contacts the offsite provisions. The Complex Student Leader will contact parents / carers if a student is not present at the offsite provision. This is part of First Day Calling for all students Y7- Y11 who are educated off site. All phone calls/ emails are logged on Arbor.



Term Dates 2026-2027

AUTUMN TERM

Tuesday 1st September 2026	INSET DAY 1	Only Staff in School
Wednesday 2nd September 2026	Back to School (All Other Year Groups)	YEAR 7 ONLY IN SCHOOL
Thursday 3rd September 2026	Back to School (All Other Year Groups)	ALL YEAR GROUPS IN SCHOOL
Friday 23rd October 2026	Last Day of Term	All Students in School
Monday 26th October - Friday 30th October 2026		Half-Term
Monday 2nd November 2026	School Re-Opens	All Students Back in School
Thursday 26th November 2026	INSET DAY 2	Only Staff in School
Friday 27th November 2026	PLANNING DAY 1	Only Staff in School
Friday 18th December 2026	Last Day of Term	All Students in School
Monday 21st December - Friday 1st January 2027		Christmas Holidays

SPRING TERM

Monday 4th January 2027	First Day of Term	All Students in School
Friday 5th February 2027	PLANNING DAY 2	Only Staff in School
Friday 12th February 2027	Last Day of Term	All Students in School
Monday 15th February - Friday 17th February 2026		Half-Term
Monday 22nd February 2027	School Re-Opens	All Students in School
Wednesday 10 th March 2027	PLANNING DAY 3	Only Staff in School
Thursday 11th March 2027	INSET DAY 3	Only Staff in School
Friday 26 th March 2027	Bank Holiday	School Closed
Monday 29 th March 2027	Bank Holiday	School Closed
Friday 2nd April 2027	Last Day of Term	All Students in School
Monday 5th April - Friday 16th April 2027		Easter Holidays

SUMMER TERM

Monday 19th April 2027	School Re-Opens	All Students in School
Monday 3rd May 2027	Bank Holiday	School Closed
Friday 28nd May 2027	Last Day of Term	All Students in School
Monday 31st May - Friday 4th June 2027		Half-Term
Monday 7th June 2027	School Re-Opens	All Students in School
Tuesday 20 th July 2027	Last Day of Term	All Students in School
Wednesday 21 st July 2027	INSET DAY 4	Disaggregated to Twilight
Thursday 22 nd July 2027	INSET DAY 5	Disaggregated to Twilight



2026 - 2027

Autumn Half Term: Monday 26th October to Friday 30th October 2026

Christmas Holiday: Monday 21st December to Friday 1st January 2027

Spring Half Term: Monday 15th February to Friday 19th February 2027

Easter Holiday: Monday 5th April to Friday 16th April 2027

Summer Half Term: Monday 31st May to Friday 4th June 2027

Summer Holiday: Tuesday 20th July 2026

If you are thinking about booking a holiday for next year, make sure to **book them within the above holiday dates**. Holiday during term time will not be authorised, and will lead to a fine. Details regarding fines will be found later on in the booklet.





08:00- 08:20 - Student can enter the canteen
for Magic Breakfast from the entrance gate by main reception

08:20 - Students line up at the gate, promptly

08:30 – 8:35 - On time to Form time lesson

08:36 – Late (L) for Form time lesson

09:01 – Late (U) for school = Unauthorised absence

Afternoon Present marks - 13:00 for KS3 and 14:00 for KS4 – present marks go to the Department of Education

Statutory Attendance

100%	Present for morning registration AND the lesson after lunch
50%	1) Present for morning registration but Absent for the lesson after lunch, or 2) Absent for morning registration but Present for the lesson after lunch
0%	Absent for morning registration AND the lesson after lunch



The following Bus Services run close to Manchester Academy - More information can be found at www.tfgm.com

Stagecoach Service 15 - Flixton, Davyhulme, Urmston, Stretford, Firswood, Manchester

Go-Ahead Service 18 - Langley, Middleton, Alkrington, Blackley, Harpurhey, Collyhurst, Manchester

Go-Ahead Service 41 - Sale, Sale Moor, Northern Moor, Northenden, West Didsbury, Fallowfield, Manchester

Stagecoach Service 42 - Stockport, Heaton Mersey, East Didsbury, Didsbury, Withington, Fallowfield, Manchester

Stagecoach Service 42A - Reddish, Heaton Chapel, Heaton Mersey, East Didsbury, Didsbury, Withington, Fallowfield, Manchester

Stagecoach Service 42B - Woodford, Bramhall, Cheadle, East Didsbury, Didsbury, Withington, Fallowfield, Manchester

Stagecoach service 43 - Wythenshawe, Benchill, Sharston Northenden, West Didsbury, Fallowfield, Manchester

Go-Ahead Service 53 - Cheetham Hill, Blackley, Harpurhey, Collyhurst, Beswick, Gorton, Longsight, Hulme, Pendleton

Stagecoach Service 111 - Southern Cemetery, West Didsbury, Withington, Fallowfield, Manchester

Stagecoach Service 142 - East Didsbury, Didsbury, Withington, Fallowfield, Manchester

Stagecoach Service 143 - West Didsbury, Fallowfield, Manchester

Stagecoach Service 147 - Manchester

First Service V1 - Leigh, Tyldesley, Mosley Common, Ellenbrook, Worsley, Swinton, Pendleton, Salford, Manchester

First Service V2 - Atherton, Tyldesley, Mosley Common, Ellenbrook, Worsley, Swinton, Pendleton, Salford, Manchester



Bus Fares Information

Students will need to show an IGO pass to travel at the reduced fare. If students do not have an IGO pass, they will have to pay a higher fare. The IGO pass must be carried on all journeys and shown to the driver before paying the fare.

IGO pass costs £10 and can only be bought by students who live in or go to school in Greater Manchester. More information on IGO and an application form to get an IGO pass is on the Transport for Greater Manchester website <https://tfgm.com/tickets-and-passes/igo-pass>

You may be entitled to free travel to and from school if you:

- Are under 8 years old and live more than 2 miles from your nearest qualifying school.
- Are aged 8-16 years old and live more than 3 miles from nearest qualifying school.

Your child may qualify for free travel if they are eligible for free school meals or if the parents receives their maximum level of Working Tax Credit. If so, the following applies:

- Are under 11 years old and live more than two miles from your nearest qualifying school.
- Are aged 11-16 years old and live between two and six miles from attended school, if there are not three or more nearer qualifying schools.
- Are aged 11-16 years old and live between two and 15 miles from your nearest school preferred on the grounds of religion or belief.

Further information on eligibility for free school travel may be found at:

<https://bit.ly/2SgO5OU>





It is the parents/carers responsibility to get their child to school daily and on time

Student Targets: Attendance & Punctuality to School

Set your alarm and take responsibility yourself for getting up and ready for school

Be organised – have your uniform and school bag ready for the morning – this saves you time

Know your journey - get the earlier bus – do not give the excuse ‘the bus was full’!

If you arrive by car - Ask your parents to be mindful of traffic and allow for busy commuting times – set off earlier!

Have Magic Breakfast at 8:00 instead of having breakfast home – this may delay your journey time

Be at the line up for 8:20

Be on time for form time 8:30 - walk straight to your form- it takes three minutes from the gate

Do not wait for your friends – at the gates or on corridors – Go straight to form / lesson

Students living in M14 – have no excuses for being late to school. Line up is 8:20

Do not hang around shops – make your way to school!

Make sure you know where your form room is – which floor? Go the direct route when entering the building to Form.

Have dental appointments and other appointments where possible outside of the school day.

Do not wait for your sibling to come to school, get to school as quickly as possible for 8:00 Magic Breakfast or 8:20 line up.

Do not wait for your friends on the way to school



At Manchester Academy we reward pupils who attend school and whose attendance is improving. Students are also rewarded for good punctuality.

- Pin badges, gift vouchers for 100% Attendance
- Random rewards during attendance and punctuality checks in the school day
- Certificates for students with the most improved Attendance and 100% Attendance - 12 Days of Christmas / I've heard a Wispa / Boost your Attendance!
- Form Group competitions – Most improved Forms rewards and Whole School Form League Tables Y7- Y11
- Golden Tickets will be handed out to students with the most improved attendance or 100% attendance at the end of each half term
- Large rewards and trips available for ATL1 students - attendance factors into your ATL





Local Authority - Penalty Notices for School Absence

First Offence

- The **first time** a Penalty Notice is issued for unauthorised absence during term time (holidays or irregular attendance), the amount will be:
- **£160** per parent, per child if paid within 28 days.
- **Reduced** to £80 per parent, per child **if paid within 21 days.**

Second Offence

- The **second time** a Penalty Notice is issued for unauthorised absence during term time (holidays or irregular attendance), the amount will be:
- **£160** per parent, per child which **must** be paid **within 21 days.**
- **No reduced rate** will be offered for early payment

Third Offence +

- The **third time** an offence is committed for unauthorised absence during term time (holidays or irregular attendance), a Penalty Notice will not be issued.
- Instead, the case will be presented straight to the **Magistrates' Court.** Fines can be up to **£2,500** per parent per child. Cases which are found guilty in Magistrates' Court can show on a Parent's criminal record as well as any future DBS certificate, due to failure to safeguard a child's education.



Whole-School Detention 2026-2027

Whole School Detention (WSD) is for students who are:

- Late to school
- Late to lesson
- Showing poor behaviours in class. The student will receive a C2 consequence and is removed from the lesson to the Respect Room

WSD key information:

- The WSD list will go out to parents the day before the student attends the WSD the next day
- Students will be informed of WSD in form time lesson, on the day of their detention.
- A student can check the WSD noticeboard outside student services to see if they are on detention. The WSD list is for Y7-Y11. The noticeboard is updated daily.
- It is the student's responsibility to get to WSD on time
- During Autumn term 1 - the hall will be used for WSD and then from Autumn term 2 - Summer term 2 detentions will be held in classrooms for each year group.



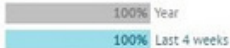
Many parents will be aware that we switched our main data system over to a product called Arbor in September 2021 along with the rest of the United Learning Schools group. We are launching the Arbor parent portal and the associated parent phone app now to ensure that parents can access important information about their children and in some cases request updates to the details we hold for you on our systems via the portal or mobile app.

If you are having issues with setting up the app, please contact us:

arbor@manchester-academy.org

What information can I see about my child on Arbor Parent Portal:

- Payments - make payments for trips and top up your child's lunch money.
- Attendance Data AM/PM summary and ability to download an attendance certificate.
- Achievement Data - Total achievement points/incidents by year/term.
- Behaviour Data - Total Behaviour points/incidents by year/term.
- Activities Data - Currently displaying school clubs (Eventually to show trips/visits)
- Timetable/Lesson Data - Lesson information for the day and full student timetable.
- Assessment Data - Copies of any reports sent this academic year can be downloaded.
- Exams Data - Schedule of exams at times of the year.
- Student Details - Key contact information and other student details held on Arbor for your child with ability to request changes.
- Student Consents - Displays current consents.
- Independent Learning.

Statistics		
Attendance (2021/2022) 100% 	Behaviour Points - this term 5 This year: 25 points Last term: 20 points	Achievement Points - this term 20 This year: 200 points Last term: 180 points
Positive Behavioural Incidents - this term 2 This year: 16 incidents Last term: 14 incidents	Negative Behavioural Incidents - this term 1 This year: 4 incidents Last term: 3 incidents	



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Contact Details 2026-2027

Please use this booklet during the academic year 2024 – 2025

Contact details for Attendance

Manchester Academy – 0161 232 1639

KS3 Attendance Office – Y7 – Y9: Mr. Chris Campbell

christopher.campbell@manchester-academy.org

KS4 - Attendance Office – Y10 – Y11: Mr. Tim Clarke

timothy.clarke@manchester-academy.org

Vice Principal – Personal Development - Ms. Gilly McMullen

gilly.mcmullen@manchester-academy.org

Address:

Manchester Academy

Moss Lane East

Moss Side

Manchester

M14 4PX

Manchester Academy Website:

<https://www.manchester-academy.org/>

Facebook:

Manchester Academy High School

LinkedIn:

Manchester Academy - United Learning

Twitter/X:

McrAcademy

Instagram:

mcracademyschool



Telephone:

0161 232 1639

Opening hours: 8am-4pm

Email address for enquiries:

office@manchester-academy.org

Stacy Marlborough, Office Manager

Reporting Absence

You can use the **ARBOR app**, or email the Attendance Team directly on attendance@manchester-academy.org or call **0161 232 1639**