

Attendance

Parent Information 2021



Attendance Officer: Miss R Pickard

Attendance Support: Mrs S Graham



What the law says about school attendance

The law in the UK states that every child and young person must be educated to a high standard. Students will not achieve their best if they do not attend school regularly.

By law, all schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the government. By law, we are told when an absence can be allowed— authorised, or when it is not allowed - unauthorised.

Persistent absence from school will lead to penalty notices or in cases, prosecution.

Authorised Absence

If your child is off ill or has a legitimate reason to miss school, we will authorise the absence as long as the parent/carer notifies the school and can provide proof of absence when requested. Please call school on **0161 209 9930, option 1** or text **07541644549**

What absence can be authorised: If your child is ill, we will give them an I mark. Reoccurring illness will need evidence. i.e Appointment cards/ Hospital letters. Medical appointments will be marked M as long as appointment cards/text are shown but should, where possible be made out of school time.

If there are unusual circumstances like a bereavement in the family then school will give a C mark. For these and other exceptional circumstances, requests may be made to the Headteacher, in writing, who will then determine whether or not this absence can be authorised and for what period of time the authorised absence can be allowed.

For religious observances, school can allow one day for religious festivals for all major faiths, marked R. Additional days taken for religious festivals will NOT be authorised.

Unauthorised absences:

Parents are not allowed to keep their children off school for any of the following reasons: family birthdays, holidays in term time, visiting relatives, looking after other family members, watching sporting events, shopping etc. All these reasons will be UNAUTHORISED and marked with an O, U or a G. Only 5 unauthorised absences are required before a fixed penalty warning notice is served. Continued unauthorised absences after this warning has been issued WILL result in an automatic £60 fine. This will rise to £120 if not paid within the first 21 days.

An unexplained absence will be marked as unauthorised 'O'. One day is marked as two sessions (am/pm) = 2 unauthorised absences. Your child will lose their school place if the period of unauthorised absence is 20 school days or more.

Holidays must NOT be taken during school time

Parents do not have the right, by law, to take their child/children on holiday during term time. From September 2013, the Headteacher was no longer allowed to sanction holidays.

If a parent takes a child on holiday then a G mark will be recorded. This counts as an unauthorised absence and a fixed term penalty notice will be actioned after 5 unauthorised absences.

Please note that the fine following a fixed penalty notice is per child, per parent (1 child + 2 parents = £120 rising to £240 if not paid within the first 21 days). Fines will be increased if repeated holidays are taken out of term time and could lead to court proceedings.

Punctuality - being on time for school and lessons

The law states that all pupils should arrive to school and lessons on time.

The start of day bell rings at 9am, registers will be taken and closed by 9.05am. Any child arriving to school after this time needs to report to the main school office so their attendance can be registered, marked L.

If your child's arrival at the main school office is after 9.30am their register will be marked U; this will count as an unauthorised absence. Remember only 5 unauthorised absences are required for a penalty notice to be issued.

Your Child's attendance is important.

A Child can not succeed and achieve their best in school if they are not here!

Pupils should aim for 100% attendance, schools target is 97% minimum.

Any child with attendance below 93% will be closely monitored by school, should this drop below 90% then you are in danger of receiving a fixed penalty warning notice.

1 days absence = 2 sessions 2 sessions absence in one week = 80% attendance.

Visas and School attendance

Absences due to visa expiry and/or visa extensions are viewed in a similar way to 'Holidays taken during Term time'. As a Visa extension can be applied for in the UK within 3 months of the expiry date; the period of absence will not be authorised, Penalty Notices can still be issued and if your child misses more than 20 school days they can lose their place at Rolls Crescent Primary School.

If you HAVE to leave the UK for a new visa application, your child is likely to lose their school place.

Attendance Table

Category	Attendance	What does it mean?
Excellent	97—100%	Excellent attendance— Well Done!
Satisfactory	94— 96%	Attendance has room to improve, help and advice is available if need from the school Parent Support Worker
Unsatisfactory	90 - 93%	Attendance is now a cause for concern. You will be invited to a meeting with the Attendance officer and Parent Support Worker. You are now in danger of receiving a Fixed Penalty Notice.
Persistent Absentee	Below 90%	Major concern. Risk of Fines, court proceedings and even prosecution if there is no evidence of improvement.

A child with poor attendance will fall behind in their work, it will have an effect on their self-esteem and can have an impact on their friendship groups.

**Every day, every lesson, every moment of your child's education is
Important.**

Rolls Crescent Primary. Rolls Crescent. Hulme. M15 5FT. 0161 209 9930