

## 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 apply 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 you child misses more than 20 school days they can lose their place at Rolls Crescent Primary School.

## Attendance Table

Category	Attendance	What does it mean?
<b>Excellent</b>	97—100%	Excellent attendance— Well Done!
<b>Satisfactory</b>	94— 96%	Attendance has room to improve, help and advice is available if need from the school Parent Support Worker
<b>Unsatisfactory</b>	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.
<b>Persistent Absentee</b>	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

### 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** or text **07724 058374**

**What absence can be authorised:** If your child is ill, we will give them an I mark. Recurring illness will need evidence. i.e Appointment cards/ Hospital letters. Medical appointment 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 Attendance Officer, who will then with Headteacher, 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. 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.