

100 - 98% Excellent! Best chance of success There is a clear link between high attendance and high achievement. ASPIRE, BELIEVE, ACHIEVE	97.99% to 95% That's good! so long as you have provided a legitimate reason and we have agreed to authorise.	94.99% to 90% Whoops! You're below target and at risk of becoming a Persistent Absentee.	89.99% to 80% Worrying! You're now a Persistent Absentee and this is likely to impact your progress.	79.99% to 50% Serious Concerns! Significant improvement is required to get you back on track.	49.99% or below Crisis Point! You're a Severe Absentee and this is likely to be preventing your academic progress.
Equivalent to not more than 2.5 days absence over the school year.	Equivalent to between 3 and 9 days of absence over the school year.	Equivalent to between 10 and 19 days of absence over the school year.	Equivalent to between 20 and 37.5 days of absence over the school year.	Equivalent to between 38 and 94.5 days of absence over the school year.	Equivalent to 95 days or more of absence over the school year.

Your Legal Responsibility

If your child does not attend school regularly the Local Authority can take action against you. This can be through a Penalty Notice (fine) or a summons to appear at Magistrates Court.

What is a Penalty Notice?

The Anti-Social Behaviour Act (2003) introduced legislation for Local Authorities to issue Penalty Notices to parents/carers of pupils who have unauthorised absences from school.

A Penalty Notice can be issued for two reasons:

- If a holiday is taken during term time without the prior permission of the Head teacher
- If a pupil has 10 or more sessions of unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation.

What are the fines?

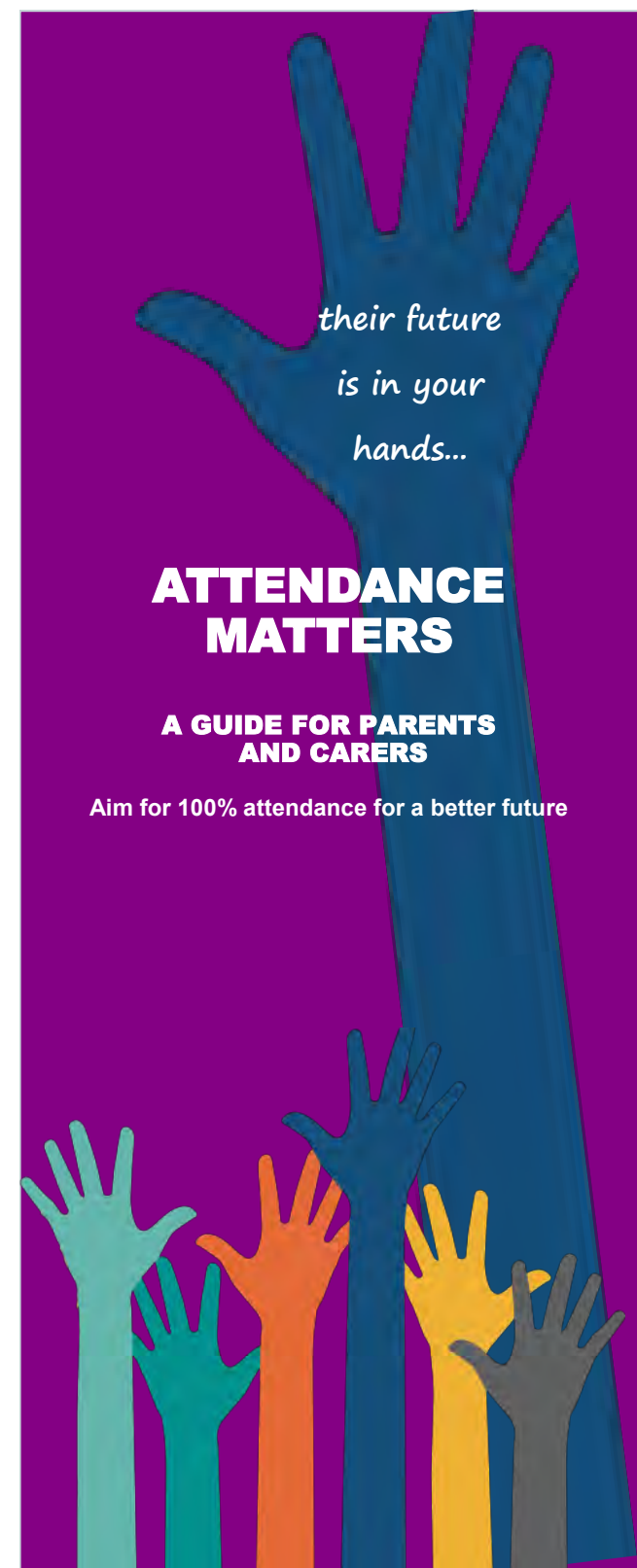
£120 per parent/carer reduced to £60 if paid within 21 days. If the £120 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of issuing a Penalty Notice.

For more information contact:

Attendance Team
0161 860 2999
attendance@wrhs1118.co.uk

Full Attendance Policy available at:
<https://wrhs1118.co.uk/wp-content/uploads/2018/10/Trust-Student-Attendance-Policy-V1.2.pdf>



EVERY STUDENT, EVERY DAY

Parents/carers are legally responsible for ensuring their child attends school on time every day.

Too ill to attend school?

Children can still attend school with minor ailments such as toothache, headache, stomach-ache and period pains that can be treated with over the counter medicines .

School will contact you if your child becomes ill too remain in. If you are unsure how long your child should be absent, speak to the attendance office, your doctor or your pharmacist for advice.



Medical Appointments

All routine appointments should be booked outside of school hours. Where this is not possible, the amount of time missed must be kept to a minimum. School will not authorise for appointments if evidence is not provided.



There is a strong link between attendance and attainment. Regardless of the reason, if your child is absent from school it will impact on their learning.

Leave of Absence

Children are not entitled to take holidays in term time. Family holidays should be taken during school holiday periods.

Requests for leave due to exceptional circumstances must be made in writing with 10 days notice, using a Leave of Absence form, available from the Attendance Office.



Fines of £120 per parent/carer reduced to £60 if paid within 21 days may be issued where unauthorised leave has been taken. Unpaid fines may result in court proceedings.

Reporting Absence

It is your responsibility to notify school if your child is absent. A reason must be provided by 8.30am on the first day. Unreported or prolonged absences may be followed up by a home visit from an Attendance Officer.

If your child has attendance below 90%, has recorded 20 or more sessions of illness already or has been absent for 5 or more consecutive days you will be asked to provide medical evidence before absence can be authorised. This could be in the form of an appointment card and prescribed medicine, Dr's note or hospital letter.

Examples of Unauthorised Absence :

Holidays	Parent / Sibling illness	
Day trips	Birthdays	Shopping
Hair cuts	Routine appointments	

Persistent Absence

At Whalley Range 11-18 High School, we strive for **98 -100%** attendance. Any child falling below this figure will be closely monitored by the Attendance Team,

especially where absence is unauthorised. Any child with attendance **below 90%**, (regardless of the reason for the absence), is considered to be a Persistent Absentee. This equates to 19 days over an academic year.

Over a five year period a child whose attendance is at 90%, will miss the equivalent of half a school year; that's a lot of lost education!

Persistent absence will be monitored weekly and an EHA (Early Help Assessment) offered by school. Where unauthorised absence is recorded, parents may receive an appointment to attend a meeting in school with the Attendance Officer .

A Penalty Notice or legal proceedings may be issued if 10 or more sessions of unauthorised absence are recorded.

Punctuality

Being on time is the product of proper planning, personal discipline and a respect for other people's time.

It is important that your child arrives on time. every day. Arriving late is unsettling for the rest of the class and results in missing vital instructions at the start of the day.

