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|---|--|---|---|--|---|
| 100 - 98%<br>Excellent!<br>Best chance of success<br>There is a clear link between high attendance and high achievement.<br><b>ASPIRE, BELIEVE, ACHIEVE</b> | 97.99% to 95%  | 94.99% to 90%   | 89.99% to 80%   | 79.99% to 50%  | 49.99% or below   |
| Equivalent to not more than 2.5 days absence over the school year.  | That's good! so long as you have provided a legitimate reason and we have agreed to authorise. | Whoops!<br>You're below target and at risk of becoming a Persistent Absentee. | Worrying!<br>You're now a Persistent Absentee and this is likely to impact your progress. | Serious Concerns!<br>Significant improvement is required to get you back on track. | Crisis Point!<br>You're a Severe Absentee and this is likely to be preventing your academic progress. |
| 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 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 prior permission from the Head teacher
- If a pupil has 10 or more sessions of unauthorised absence in a 10 week period and their parent/carer hasn't engaged with school support and/or other professionals to improve the situation.

### What are the fines?

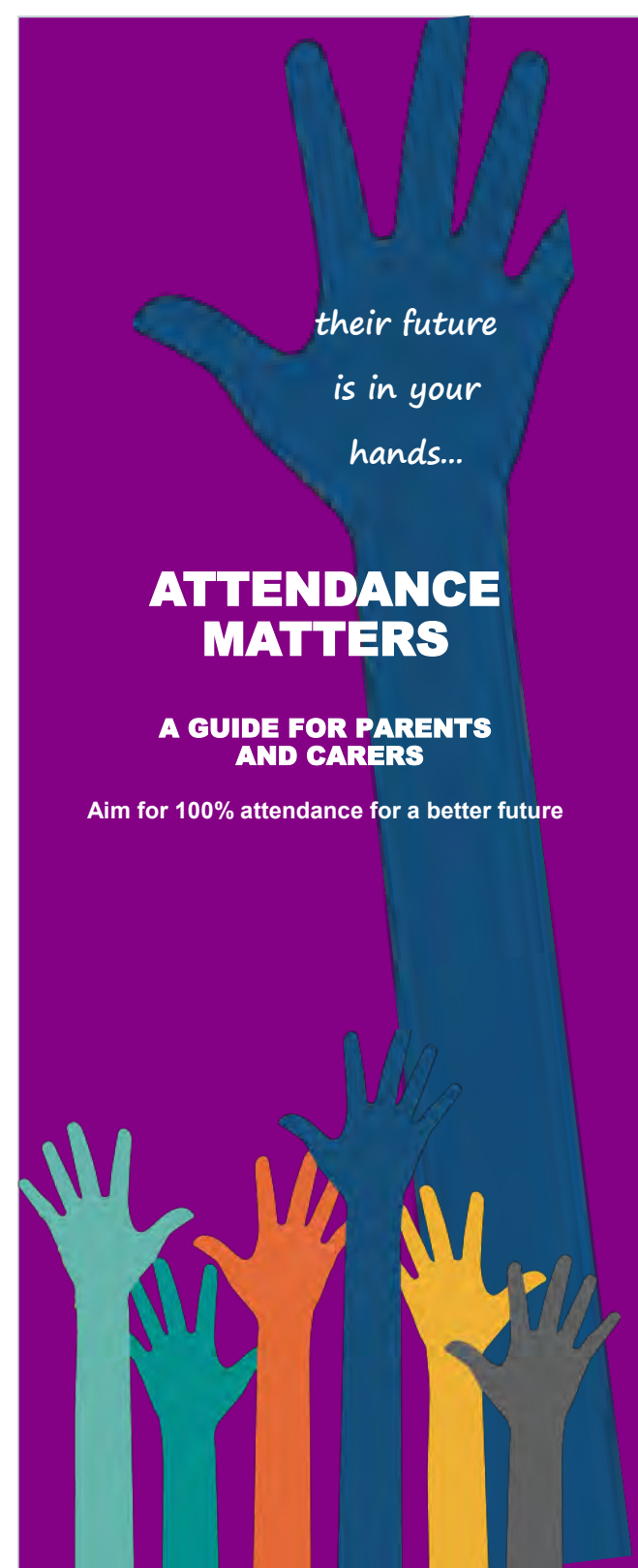
£160 per parent/carer reduced to £80 if paid within 21 days. If the £160 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

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

If a second PN is issued within a 3 year period this will have no option to pay the lower amount.

### For more information or to report a reason for absence contact the Attendance Team:

0161 860 2999  
attendance@wrhs1118.co.uk



## EVERY STUDENT, EVERY DAY

Parents and 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 too ill to remain in. If you are unsure how long your child should be absent, speak to the attendance team, your doctor or your pharmacist for advice.



### Medical Appointments

All routine appointments should be



booked outside of school hours. For essential and emergency

appointments the amount of time missed must be kept to a minimum. School will not authorise if evidence is not provided or if additional time is missed from school.

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

Families are not entitled to take holidays during term time. Holidays should only be taken during the 13 weeks of the year that school is closed.



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

Information around use of Penalty Notices fines can be found on reverse. Our term dates are published in advance on the school website.

## Reporting Absence

It is your responsibility to notify school if your child is absent. Ring 0161 860 2999 or email [attendance@wrhs1118.co.uk](mailto:attendance@wrhs1118.co.uk)

A reason must be provided by 8.30am on the first day and each subsequent day. Unreported or prolonged absences may be followed up by a home visit from an Attendance Officer.

You will be expected to provide medical evidence for repeated bouts of reported illness and for any absence of 5 or more consecutive days before this absence can be considered for authorisation. For any absence, the decision to authorise or not is at the Head teacher's discretion. Evidence can 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, Minor ailments, Uniform issues.

## Expectations & Support

At WRHS we expect **98%** attendance or above. Any child falling below this figure will be monitored by the Attendance Team and parents may be invited to discuss any support that may be required.

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.

Persistent absence will be monitored weekly and an EHA (Early Help Assessment) may be offered by school. Where unauthorised absence is recorded, parents may receive an appointment to attend a 'Support First' 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 in a 10 week period.

## Punctuality

### Children should arrive ready for class by 8.20am

Arriving late is unsettling for the rest of the class and results in missing vital instructions at the start of the day.



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