



Whalley Range 11-18 High School

Academy Headteacher: Mrs J. Fahey

Whalley Range 11-18 High School, Wilbraham Road, Manchester, M16 8GW
T: 0161 861 9727 E: head@wrhs1118.co.uk W: www.wrhs1118.co.uk



Dear parents/carers,

At Whalley Range 11-18 High School, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We share the Department for Education's (DfE) ambitions to improve school attendance. In this letter we have highlighted some of the support on offer from school. However, we also want to describe the important nationwide changes that come into force on 19th August 2024 in relation to the issuing of fines.

Why regular attendance matters

Consistent school attendance allows your child to:

- ✓ Fully engage in learning and make academic progress.
- ✓ Develop critical social skills by interacting with their friends and teachers.
- ✓ Grow in confidence in a supportive and nurturing school environment.
- ✓ Build a sense of routine and responsibility, essential for future success.

We expect our students to maintain attendance of 98% or above; this is what is meant by regular attendance.

Support First

Whalley Range 11-18 High School understands that some pupils may face challenges that impact their attendance. Our Attendance Team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to, Mrs Mackenzie and Mr Dooley on 0161 860 2999 or via email attendance@wrhs1118.co.uk

What happens if my child has a period of unauthorised absence?

One of the main changes from the Department for Education is how sanctions for unauthorised absence are used.

If you take an unauthorised holiday in term time or have other periods of unauthorised absence the headteacher may request that Manchester City Council issue a fine (known as a fixed-penalty notice). If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will consider whether a national threshold has been met – this is 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

If there was a second period of unauthorised absence within a three-year period then a second penalty notice could be issued, and this would be at the higher rate of £160.

a member of the Greater Manchester Education Trust

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Further periods of absence within three years, could mean that you are taken to court with no option of a penalty notice.

These rules are coming into force across the country on 19th August 2024 as part of the Department for Education's drive to improve school attendance.

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances and in such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request on an individual basis.

Please get in touch with Attendance Team with any further questions, and they'll be happy to discuss them with you.

Thank you for your co-operation and commitment in ensuring your child is in school every day.

Yours sincerely,

Mrs J Fahey
Academy Head teacher

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1 Support First	2 Notice to Improve	3 First Action (£80)	4 Second Action (£160)	5 Final Action
<p>Manchester adopts a 'support first' based approach.</p> <p>All families should be offered support to break down in-school and out-of-school barriers to attendance in line with Manchester's Graduated Approach.</p> <p>At WRHS this offer may include mentoring of students, family guidance, advisory letters, telephone calls, home visits, meetings and action plans, Early Help, parenting contracts and courses and other interventions as appropriate.</p> <p>Please contact the attendance team on 0161 860 2999 to report absences and /or discuss the support that can be provided so that we can work together to improve attendance.</p>	<p><u>Sporadic Absence:</u> A notice to improve will be issued for 10 sessions of unauthorised absence over a 10-week period. Families are offered a 6-week period to improve their attendance and engage with support.</p> <p>A Notice to Improve does not need to be issued where support is not appropriate or where parents are deliberately avoiding the above threshold being met.</p> <p>Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended.</p> <p><u>Holidays</u> Not used for unauthorised holidays taken in term time.</p>	<p><u>Sporadic Absence:</u> A penalty notice fine may be issued for 10 sessions of unauthorised absence over a 10-week period.</p> <p><u>Holidays</u> A penalty notice fine will be issued for a first unauthorised holiday taken in term time.</p> <p>PENALTY: £80 per pupil, per parent if paid within 21 days. £160 up to 28 days.</p> <p>If unpaid within 28 days, it will proceed to court.</p>	<p><u>Sporadic Absence:</u> A penalty notice fine may be issued for a second period of 10 sessions missed over a 10-week period within a 3-year rolling time frame.</p> <p><u>Holidays</u> Issued for a second unauthorised holiday taken in term time over a 3- year period.</p> <p>PENALTY: £160 per pupil, per parent.</p> <p>If unpaid within 28 days will proceed to court.</p>	<p>A weekly panel will meet to decide appropriate next steps for pupils who reach this stage of the escalation pathway.</p> <p>Options include: PACE interview - Face to Face PACE by Post Direct Prosecution (Section1) Direct Prosecution (Section 1a) Formal Caution No Further Action</p> <p>Pupils coming into this stage of the pathway for a second or multiple times will be taken to multi-agency panels such as Early Help Allocations or Advice & Guidance</p>

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