

# Attendance and Punctuality

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**"If you believe, you can achieve"**

RESPECT ASPIRATION DETERMINATION INDEPENDENCE



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## What the law says about school attendance

Every child of compulsory school age 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 strict regulations regarding attendance.

### PERSISTENT ABSENCE

*A child will become a Persistent Absentee once their attendance reaches 90% and this can lead to an Education Penalty Notice or Court Proceedings.*



## Authorised Absence

If your child is absent from school for any reason please ring the school before 8.20am on 0161 477 3544 to report the absence. Please state clearly your child's name, form, reason for the absence and when they will likely return to school. All absences are monitored daily and if attendance becomes a concern we will contact you further to discuss.

It is at the Headteacher's discretion as to whether an absence will be authorised or not.



## Unauthorised Absence

Parents should not keep their children off school for any of the following reasons: family birthdays, shopping, holidays in term times, visiting relatives, watching a sports event, looking after other family members etc.

All these reasons will be UNAUTHORISED. Only 5 days unauthorised absences are required before an Education Penalty Notice Warning is issued. Continued unauthorised absences after a warning has been issued WILL result in a £60 fine per parent, per child. This will rise to £120 if not paid within the first 21 days and possible court action if this goes unpaid.



## Your child's attendance is important to us!

At Reddish Vale, we say: **"If you believe, you can achieve!"**

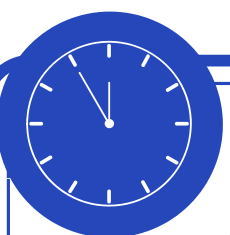
Your child cannot achieve in school if they are not here! All pupils' attendance target is a minimum of 96%

1 day off for a fortnight = 90% attendance

2 days off for a fortnight = 80% attendance

3 days off for a fortnight = 70% attendance

4 days off for a fortnight = 60% attendance



## Punctuality

All students should arrive to school and lessons on time. The school bell rings at 8.35am; your child should already be in their tutor group at this time. If your child arrives after close of registration, they will receive a 'U' code which counts as half a day unauthorised absence.

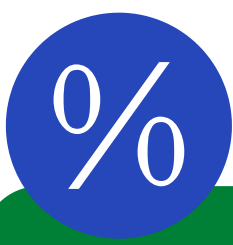
Remember, only 5 unauthorised absences are required before an Education Penalty Notice Warning is issued.



## Holidays must NOT be taken during term time

In exceptional circumstances requests may be considered by the Headteacher. A leave of absence form must be completed and returned to the Headteacher for consideration at least 4 weeks before the planned absence. The Headteacher's decision is final.

If a parent takes a child on holiday, this may be classed as an unauthorised absence which will result in an Education Penalty Notice. This will lead to a £60 fine per parent, per child, which will rise to £120 if not paid within 21 days and possible court action if this goes unpaid.



## What Reddish Vale High School says about Attendance

<b>Outstanding</b>	<b>98% - 100%</b>	Excellent Attendance
<b>Good</b>	<b>96% - 97%</b>	Good Attendance
<b>Requires Improvement</b>	<b>93% - 95%</b>	We are starting to get concerned. The form tutor will monitor your child's attendance.
<b>Inadequate</b>	<b>91% - 92%</b>	Serious concern. A medical evidence request warning letter will be sent to you. A meeting will be carried out with the Head of Year and you are at risk of receiving a Fixed Penalty Notice Warning.
<b>Persistent Absence</b>	<b>Below 90%</b>	Major concern. You are at risk of prosecution and will be required to meet with the Assistant Headteacher.



**We want your child to achieve, to be happy and to feel they belong to our school community.**

Students need to be in school 100% of the time to achieve 100% of their best. Just as important is the impact that poor attendance can have on your child's self-esteem, their friendship groups and their relationship with staff.

A child with poor attendance will likely fall behind in their work, feel out of the loop with friends and it will be difficult for teachers to get to know and help them in the areas where they need extra support.

***Every day, every lesson, every moment in a child's education is important.***