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Rolls Crescent Primary School

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Dear Parent/Carer

IMPORTANT INFORMATION FOR ALL PARENT/CARERS

We are really pleased to see that the schools overall attendance is just above the national average. We currently stand at 96.2%. Our families have worked hard to support us in increasing this figure for many years now and we really appreciate your efforts.

From September the Government is changing the threshold for pupils they deem to be regularly absent from school, or 'Persistently Absent'. The threshold is being raised from 85% to 90%. With this in mind we have altered the attendance bands we work within. These are reflected in the table below.

| | |
|---------------------------|------------|
| Green - Outstanding | 100% - 97% |
| Yellow | 96% - 94% |
| Amber | 93% - 90% |
| Red – Persistently Absent | Below 90% |

With this in mind we will be notifying parents that their child is close to becoming persistently absent, a lot sooner than they would have been notified previously. Our focus as a school will be on the 'Amber' and 'Red' bands and we will be encouraging as many pupils as possible to stay in the Green band as we strive to achieve outstanding attendance.

Our main issues as a school are illness, and leave of absence during term time, and these will remain a focus. We would like to ask all parents to ensure they notify school of any absences and provide proof of any illness your child may have. Unfortunately, without proof, school will not be able to authorise any absence. For proof of illness we can accept, appointment cards, hospital letters and prescriptions.

With regards to leave of absence, it is important parents understand that schools are no longer allowed to authorise leave of absence in term time. From the 1st September 2013, the new law removed the entitlement of parents to take their child on holiday during term time. School cannot stop you taking your child out during term-time however, we must advise against this as, where a parent/carer removes their child during term-time, they may be liable for a penalty notice or prosecution in the magistrates court. It is however, important that parents notify school if they intend to take their child out of school. There are forms available in the school office.



Any parents/carers of pupils who accrue unauthorised absence are again warned that they may receive a penalty notice or be prosecuted in the magistrates court.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

Failure to pay the penalty notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates' Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 0161 234 1090 to discuss any support that could be provided to ensure their regular attendance. We would also request parents/carers provide school with medical evidence when absence is related to illness, ie. a copy of prescriptions or medical/appointment cards.

Once again thank you for supporting Rolls Crescent Primary School in improving attendance, which will ensure that all pupils in school have the opportunity to reach their full potential and improve outcomes for their future.

Yours sincerely

Mr J. Reynolds
Head of School