

RATCLIFFE SCHOOL

Our ref: CW/jedd884
23rd September 2011

INFORMATION FOR ALL PARENTS AND CARERS

SCHOOL ATTENDANCE AND ABSENCE FROM SCHOOL

“Regular school attendance is an important part of giving your child the best possible start in life.”

THE LAW REGARDING SCHOOL ATTENDANCE AND ABSENCE

If your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted.

A child can only legally miss school in very limited circumstances. These include:-

- When the child is too ill to attend.
- When the school has authorised the absence beforehand.
- An enforced school closure due to unforeseen circumstances.

CONTACT BETWEEN THE SCHOOL AND FAMILIES REGARDING ABSENCE

It is very important that Parents/Carers advise the school if their child is absent from school as soon as possible.

If your child is absent from school, and you have not advised us of the reason why, you will be telephoned by either a senior member of staff or Mrs. Binyon, Pupil and Family Support Worker, from 9.30 a.m. onwards on the day of absence.

We do understand that on occasions, your child may be absent because of circumstances beyond your control, for example, taxi or transport issues. If your child's taxi or transport does not arrive or is late, please ensure you contact the school to advise us. We will then be able to put the appropriate mark in the register to reflect these circumstances and try to resolve the transport issue.

MONITORING ATTENDANCE AT RATCLIFFE SCHOOL

Pupils' attendance is monitored very closely at Ratcliffe School and reports are produced once a fortnight. If a pupil's attendance falls below 90% during any two week period, this information will be passed on to the School's Education Welfare Officer and you will be advised by letter.

WHAT PARENTS/CARERS CAN DO TO HELP TO ENSURE REGULAR ATTENDANCE AT SCHOOL

- Understand and appreciate the importance of good attendance.
- Discuss any problems with the school relating to your child's absence/attendance.
- Arrange any appointments/outings after school hours, at weekends or during school holidays whenever possible.

FAMILY HOLIDAYS DURING TERM TIME

We encourage all parents/carers to book family holidays during the school holidays. Consideration will only be given to granting time off for family holidays during term time if your child's overall attendance, at any time during the academic year, is 90% or above.

SUPPORT FROM THE SCHOOL IN ENSURING REGULAR ATTENDANCE

Please contact school to discuss any attendance problems. The school will offer support to help you improve your child's attendance and may use the 'fast track' attendance programme in liaison with the Education Welfare Officer.

PENALTY NOTICES AND COURT PROCEEDINGS

In the event of persistent absence from school, the Local Authority, Police Officers and head teachers can issue penalty notices to parents/carers of children who are not attending school regularly. The penalty is £50 rising to £100 if not paid within 28 days. Failure to pay a penalty fine could result in prosecution.

The Local Authority, in severe cases, may decide to prosecute (they don't have to issue a penalty notice first). This could result in a fine of up to £2,500, a community order or a jail sentence of up to 3 months.

**PLEASE SUPPORT THE SCHOOL BY
ENSURING YOUR CHILD ATTENDS
REGULARLY**

MRS. C. WHITE,
Principal