

# Why is attendance important?

It is vital your child attends school EVERY day to ensure they achieve their highest possible potential.

We advise parents to submit medical evidence for any illness if they have it, e.g photo of prescription, appointment cards. We can only authorise three occasions of absence without medical evidence. After the third episode the absence is unauthorised and will contribute towards the number of unauthorised absence needed for a penalty notice.

The fine for unauthorised absences is £80 per parent if paid within 21 days, or £160 if paid within 28 days. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

If your child is absent due to illness for 5 days or more, medical evidence must be provided in order for the absence to be authorised. After five days (10 sessions) of unauthorised absence, parents will be fined.

If your child does not attend school without an acceptable reason, they will receive an unauthorised mark on the register.

We ask that you make any appointments for your child out of school hours wherever possible.

We cannot authorise any family holidays regardless of the circumstances in term time. Parents will receive a fine – £80 per child per parent.

**ATTEND TODAY**  
ACHIEVE TOMORROW



**ATTENDANCE WORKS**

## IMPORTANT NOTICE

**Attendance is a safeguarding issue. It is imperative you inform us before 8:45am if your child will not be attending school that day. If we have been unable to establish contact with you by 10am then Mrs Dixon, our Children's Welfare Officer, will conduct a home visit. If she is unable to establish where your child is, then a welfare call may be made to 101 in line with Rochdale Local Authority recommendations.**

# Why is punctuality important?

There are many reasons why your child arriving at school is of great importance including: -

- The first part of the day is often devoted to English and maths, which are fundamental in your child making progress in all areas.
- Socialising with their friends before school lessons begin is important to your child and enables them to develop social skills that they take into adulthood.
- Making arriving at school on time a priority, will develop good habits and organisational skills that will stay with your child and benefit them.

The school gates open at 8:30am and close at 8:45am when the school bell sounds. Any families arriving after 8:45am will need to buzz the front gate and wait for the office staff to let them in. Parents MUST escort their children to the school office and sign them in, giving a reason why they are late.

## ALL CHILDREN ARRIVING AFTER 8:45am WILL RECEIVE A LATE MARK.

Children who arrive after 9:10am will be marked as unauthorised in line with the DfE (Department for Education) government guidance.

## END OF THE SCHOOL DAY

All children must be collected promptly at the end of the school day as we do not have supervising staff available after this time. Any parents/carers collecting children late will be asked to sign the late collection book which is monitored regularly. If late collection becomes a regular issue, then a meeting will be held with the Headteacher to discuss any issues and support needs.

### Did you know?

**5 minutes late every day adds up to 3 days learning lost each year!**



### FACT

During the autumn term of this academic year (4<sup>th</sup> September 2024 to 20<sup>th</sup> December 2024), we **lost 83 hours and 9 minutes** of learning due to lateness!