



RANGE HIGH SCHOOL

ATTENDANCE MATTERS

Please find the information below to help guide you through our attendance procedures, also see school attendance and punctuality policy

High levels of attendance and punctuality are essential for pupils to work to their full potential, be successful and benefit from the opportunities available to them at school. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly. Ensuring pupils' regular attendance at school is the **legal responsibility of Parents/Carers. By law, all children of compulsory school age must attend school.** Helping to create a habit of regular attendance is everybody's responsibility – Parents/carers, pupils and all members of school staff.

Informing school of absence

If a pupil is absent from school a parent or carer must telephone the school to explain the reason for the absence. The school has an absence line voicemail facility, please press 1 when prompted. If a call is not received the absence has to be recorded as unauthorised. Medical evidence in the form of: a medical note, an appointment card, a list of appointments from your GP, a medication label or a copy of a prescription sheet, may in some circumstances, be required in order for us to mark your child as ill. If you are unable to provide medical evidence we may have to mark the absence as unauthorised. Students who have more than 5% illness recorded may be invited to a medical panel meeting with the School Nurse.

If we have not received any explanation on the first day of absence the school will text the priority telephone number registered with the Parent Mail system. Please ensure that this number is correct. Please inform school of any changes to telephone number and addresses then Parent Mail will be updated. If you have any problems with the Parent Mail system please inform school.

Medical appointments

We realise that medical appointments are on occasion unavoidable; however we ask that you make these appointments as far as possible outside of the school day. If this is unavoidable please ensure your child comes in to either morning or afternoon registration as appropriate to receive their mark and leave for the appointment.

Authorised absence in exceptional circumstances

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013, state that Head teachers may not grant leave of absence during term time unless there are exceptional circumstances. The Head teacher is also required to determine the number of school days a child can be away from school if leave is granted.

Allowed absence in exceptional circumstances (at the discretion of the headteacher and in advance of the event) THIS LIST IS NOT EXHAUSTIVE

- Family bereavement or close friend bereavement
- Other compassionate grounds
- Family wedding/civil partnership taking part on school day—not travelling to a wedding unless it is abroad. We can only authorise a maximum of three days for trips abroad.
- Family crisis
- Examinations off site
- Educational Opportunity – Sport & Performance
- Attendance at an event at the request of a public organisation
- Visit to a new school
- Family re-location visit

Absences not allowed under any circumstances

- Family holiday no matter what length
- Family trips
- Leaving school early to travel to an event

To request absence for exceptional circumstances please write to the Headteacher at least 2 weeks in advance of the request with full details of the reason for the request.

If a pupil is absent from school the school may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued. Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents/carers and one child, each parent/carer will receive one Penalty Notice. If there are two parents/carers, and two children incur unauthorised absences, each parent/carer will receive two Penalty Notices, which in this case would amount to £120 each if paid within 28 days.

Persistent Absence - 10% or more equals 19 days absence or 95 learning hours lost

When a student becomes a 'persistent absentee' (PA), the Local Authority has to be notified and the information is also required by the Department for Education. Persistent absentee status applies to any student who misses 10% or more of their schooling across the school year for whatever reason. Absence at this level will do considerable damage to any child's educational prospects. The school expects parents' full support and co-operation to tackle this. This could involve parents/carers coming to an Attendance Panel or a Medical Panel meeting at school to develop an Individual Attendance Plan to help support the child and improve the situation. The school will inform parents/carers if their child's attendance is 95% or below rather than wait until it is 90% and they become a PA.

Punctuality

Poor punctuality is not acceptable. If pupils are late at the start of the day they can miss assemblies, work, vital information and news for the day and do not spend time with their Form Tutor. Late arriving pupils also disrupt lessons. Persistent poor punctuality will result in sanctions being applied e.g. a punctuality detention and potentially a punctuality contract. If students arrive after the registers close then, they unfortunately do not get their mark for that session.

If you have any queries please do not hesitate to contact me at school, many thanks

Mrs L Dillon

Pupil Support Manager

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