



Attendance & Punctuality: Information for Parents

Great Attendance = Great Achievement!

There is a proven link between good attendance and high achievement. Learners who have excellent attendance are more likely to succeed at school. That's why, at Rayner Stephens High School, we encourage all of our learners to strive for 100% attendance; any unauthorised is unacceptable. Frequent absences, can really add up and be harmful to your child's progress at school:

		How many days and lessons will I miss in...		
		A week?	A year?	5 years?
My % attendance is...	100%	0 days	0 days	0 days
	95%	0.25 days/1 lesson	10 days/50 lessons	50 days/250 lessons
	90%	0.5 days/3 lessons	20 days/100 lessons	100 days/500 lessons
	85%	0.75 days/4 lessons	30 days/150 lessons	150 days/750 lessons
	80%	1 day/5 lessons	40 days/200 lessons	200 days/1,000 lessons

Absences: If your child is unwell and unable to attend school please ensure you contact the Attendance Office on 0161 338 2374 before 8:40 am to let us know. You need to make contact every subsequent day that your child is absent. If your child is absent for 3 days or more, or if you have received an attendance letter from school requesting medical evidence for absences, we kindly ask that you provide some form of medical evidence in order for us to authorise the absence (copy of doctor's appointment card, copy of a prescription, doctor's letter). Learners should return to school as soon as possible after their period of illness.

Persistent Absence: A learner is deemed to be "Persistently Absent" if they have attendance below 90%, for any reason.

Punctuality: All learners must be in school for 8.40am in preparation for registration. Any student arriving after 8:40am will be marked as late and will receive a 15 minute social time detention at break. Parents will be advised by text of any detentions.

Although you may not realise it, repeated lateness results in your child missing a lot of school and has an adverse effect on their achievement. For example, a child who is repeatedly 10 minutes late to school every day will miss 6 days of school every year.

Time lost through LATENESS...

Minutes Late (a day)	A week	A year	five years at RSHS
5	25 minutes	3 school days	15 school days
10	50 minutes	6 school days	30 school days
15	1 hour and 15 minutes	9 school days	45 school days
20	1 hour and 40 minutes	12 school days	60 school days
25	2 hours and 5 minutes	16 school days	80 school days
30	2 hours and 30 minutes	19 school days	95 school days

Medical Appointments: Whilst we recognise that it is not always possible to do so, we ask that you please try and arrange all medical appointments for after school or in the school holidays. Where learners have an unavoidable appointment with a specialist during school hours we ask that, where possible, you send them into school before and/or after the appointment. A full day of absence is not necessary for a medical appointment. The school requires a copy of the medical appointment card/letter in order to consider authorising the time away from school.

Legal Consequences: Legally, the parents of a learner with unauthorised absences on their register could be prosecuted under the Education Act (1996). The Borough Solicitor may consider an offence under section 444(1) of the Education Act 1996 which carries a maximum fine of £1000. If the Borough Solicitor determines that there is sufficient evidence to prosecute you for an offence under section 444(1a) of the Education Act 1996 for knowingly allowing your child to fail to regularly attend school, this would carry a sentence of a maximum 3 months imprisonment and/or a fine of £2,500. If a child has 10 or more sessions of unauthorised absence over a twelve week period, parents could also be issued with a Penalty Notice Fine of up to £120 per parent.

Holidays in Term Time: Legislation states that "The Headteacher may not grant any leave of absence unless there are exceptional circumstances". Family holidays no longer constitute exceptional circumstances and consequently will not be authorised. Parents/carers must apply to the Headteacher with at least 10 days' notice if they wish their child to have a leave of absence in term time. Parents must complete a leave of absence request form, detailing when the absence will take place and the exceptional circumstances behind the absence. Parents who take their child out of school in term time without the permission of the Headteacher will be issued with a Penalty Notice fine of up to £120 per child.

For further information about how we manage Attendance at Rayner Stephens you can find the attendance policy on our website along with a letter detailing our procedures, or alternatively please contact our Education Welfare Officer.