



Attendance Matters – Every Day Counts

The Ridgeway School & Sixth Form College
...Inspiring Learners For Their Future

Welcome to our Attendance Newsletter. The aim of this letter is to promote improved attendance for the students at Ridgeway.

As part of our commitment to providing children with the best possible education, experiences and outcomes we regularly monitor children’s attendance. Setting good attendance patterns from an early age helps your child later on in life, and for every day that your child is absent or late it makes it more difficult for them to progress and achieve their full potential.

We monitor students with attendance of 96% or under (equivalent to 10 missed school days over an academic year). **73% of students who have attendance over 95% or over achieve 5 or more GCSE’s at grades A*-C**, so it’s vital that students are in school to learn.

National Secondary Attendance

National average secondary school attendance is currently **92.1%**, and we are consistently above this. We continue to strive to have students in our building and learning every day.

Attendance %	No. of days missed per year	No. of lessons missed per year
100%	0 days	0 lessons
99%	2 day	12 lessons
98%	4 days	24 lessons
97%	6 days	36 lessons
96%	8 days	48 lessons
94%	12 days	72 lessons
93%	2.5 weeks	84 lessons
90%	4 weeks	120 lessons
85%	6 weeks	180 lessons
80%	8 Weeks	240 lessons

Is my child well enough to come to school?

It can be tricky deciding whether or not to keep your child off school when they’re unwell. If your child becomes unwell at school we will contact you.

COVID-19

Your child is no longer required to do a COVID – 19 rapid lateral flow test if they have symptoms. But if your child does test positive they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

Please read the attached poster from the NHS for guidance about when to keep your child off school.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

If you do keep your child at home, it's important to contact by either



- Email absence@ridgewayschool.com (school preference)
- Phoning the absence line on 01793 846100
- For R6 please email diplockb@ridgewayschool.com

before 08:30am and leave a message detailing the reasons for the absence, including symptoms.

There are two registration sessions in a school day so if your child feels better you can send them in later in the day - **every session counts!**

Attendance Online Drop In – Term 2

Tuesday 5th November – 2 – 3.30pm

Monday 11th November – 5 – 6pm

Wednesday 20th November – 12 – 1pm

If you have any attendance concerns or queries we will run an attendance drop in where you can discuss support available to help improve your child’s attendance or reduce barriers they are currently experiencing.

These sessions will be lead by the School Attendance Champion (Mrs Allbrook -Dunn)

To book please use the online Parents Evening System

<https://ridgewayschool.schoolcloud.co.uk/>

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Update to Penalty Notices

There are significant changes that parents need to be aware of:

- If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and do not have to be consecutive.
- Penalty Notices are increasing to £160 from September 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.
- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160
- A third Penalty Notice will not be issued within a three year rolling period, to the same parent for the unauthorised absence of the same child, – alternative action or legal measures will be utilised for subsequent offences.
- In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included on schools website or a simple warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

- FIRST OFFENCE**
The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:
£160 per parent, per child if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.
- SECOND OFFENCE (WITHIN 3 YEARS)**
The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:
£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.
- THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)**
The third time an offence is committed for Term Time Leave or irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates, fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

The following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD
Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.
www.gov.uk/government/publications/working-together-to-improve-school-attendance

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