



Rushbrook Primary Academy

Nurturing a Love of Learning

Attendance Policy Summary For Parents 2021/2022

For further information
or advice please speak
to

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The best for everyone, the best from everyone

The following is a summary of Rushbrook Primary Academy Attendance Policy. A full copy of the policy can be obtained from the School office if required or on our website at www.rushbrook.manchester.sch.uk/admissionsandattendance

Introduction

Regular school attendance is essential if children are to achieve their full potential.

Bright Futures Education Trust believes that full attendance at school is the key if children are to make the most of the learning opportunities available to them, allowing them to blossom into literate, numerate and socially able adults, who can contribute to their community.

Bright Futures Education Trust values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any issues affecting regular attendance at school.

Leave of Absence:

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten days. **The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.** Head teachers should determine the number of days a child can be away from school if the leave of absence for **exceptional** circumstances is granted.

If the permission to take leave is not granted and the pupil still takes leave of absence, the absence will be **unauthorised**. In such cases the local authority may issue a Penalty Notice or instigate legal proceedings in the magistrate's court.

A Parent/carer will receive a copy of the start and end dates of each school term. Details can also be found on the school website at: www.rushbrook.manchester.sch.uk/termdates

Any pupil not returning on the expected date without medical evidence will be given an unauthorised absence mark in the register and legal action may be instigated.

Any absence for a period of 3 or more consecutive days will need to be verified by medical evidence. This can be in the form of a current prescription, a letter from a doctor or hospital or other health professional.

Any absences of three or more consecutive days that are not verified will be recorded as unauthorised in the official register, and the parent/carer of that child may be subject to a Penalty Notice or prosecution in the magistrate's court. Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council has the power to issue **each** parent/carer with a Penalty Notice for **each** of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent unauthorised absence developing.

Each such Penalty Notice incurs a fine of £120 for each responsible parent/carer. This fine is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

Should your child incur any unauthorised absence, then further action, including the issue of a penalty notice or referral to City Solicitors for consideration of a prosecution, may be taken.

If a parent is prosecuted in the magistrate's court and found guilty of the offence, they will receive a criminal record.

Late Arrival: (times changed during Covid19)

School doors open at **8.40am**, pupils are expected to be in their classrooms ready for registration to begin at **8.45am**. Pupils arriving **after** this time will be marked as late (L) and may not be counted in meal numbers. The register will close at 8.55am. Pupils arriving after the close of register will be recorded as late after the close of register (U) this will count as an unauthorised absence for that school session. School finishes at **3.15pm** for all pupils. Please collect your child on time.

If your child arrives late they must report to the school office to register so that we can ensure their safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. Proof of the appointment will need to be produced. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Religious Observation

In line with Manchester City Councils guidance up to 3 days for each academic year is allowed to be recorded with the R code, but only where the festival/celebration falls on a school day. If for instance, Eid falls on a Saturday, then the R code cannot be used on any other day. Pupils cannot have 3 days every academic year as a right.

What the Law Says

Parents have a legal responsibility for ensuring that children of compulsory school age receive a full-time education 'suitable to their age, ability, aptitude and any special education needs that they may have either by regular attendance at school or otherwise'. Section 7 Education Act 1996.

Parents whose children are on a school register and fail to ensure the regular school attendance of their children, may be guilty of an offence under Section 444 or 444 (1A) of the Education Act 1996. The council may issue a Penalty Notice or take other statutory action through the courts to secure regular school attendance. If found guilty by the Courts, you will receive a criminal conviction.