

Leave in Term Time

By law, you **must** ask for permission for your children to miss school, well in advance of the planned absence.

Parents can request a leave of absence but this can only be authorised if the circumstances are exceptional.

Parents who take a child of compulsory school age out of school without permission may be issued with a penalty notice from the Local Authority.

Address: Emerson Road, Ribbleton, Preston, PR1 5SN

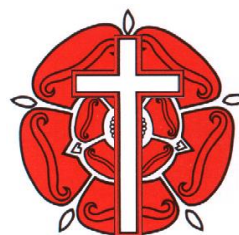
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Attendance Manager: Mrs A Tattersall

Attendance@ramjs.lancs.sch.uk



RIBBLETON AVENUE

METHODIST JUNIOR SCHOOL

School Attendance & Punctuality Information for Parents

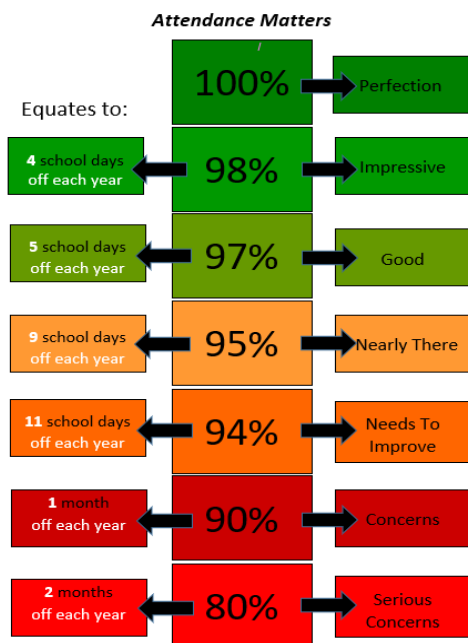
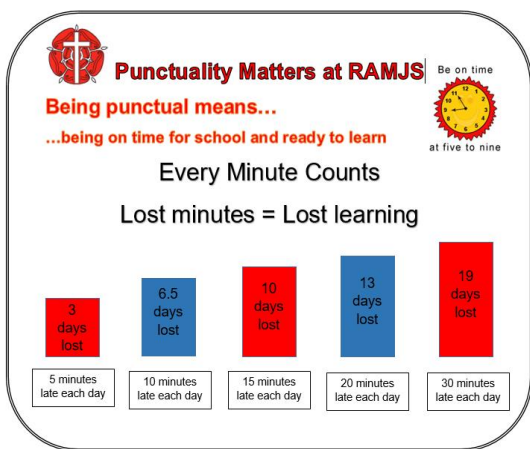
By law, all children of compulsory school age (between 5 and 16) must get a suitable full time education. As a parent, you are responsible for making sure this happens and if you fail to ensure a child of compulsory school age who is registered at a school attends regularly, legal action may be taken, including penalty notices and prosecution in court.

- **What school expects from our families:**
- It is vital that your child attends school regularly.
- Your child is **on time** every day. School starts at 8.50am
- If your child is absent for any reason you **MUST** contact school straight away to explain why your child will be absent. If not, we will contact you. Medical evidence may be requested.
- Medical appointments need to be made outside of school hours if possible. We will require proof of appointment.
- Pick your child up **on time** at the end of the day. School finishes at 3.20pm
- Avoid leave in term time.

Persistent Absence

The minimum attendance level which is expected at our school is 97%. It is when attendance falls below this level that school will start to monitor closely the amount of time children have off school. Please note: Punctuality also affects attendance levels.

The Government has determined that a pupil becomes a persistent absentee when their attendance falls below 90%. When attendance nears this level children have already missed significant amounts of schooling; meaning that their educational progress is at risk. We need parents' full support in ensuring that attendance does not reach this level.



Types of Absences

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. **This is why information about the cause of any absence is always required.**

Authorised absences are mornings or afternoons away from school for a good reason, e.g. where the child is too ill to attend school or medical/dental appointments which unavoidably fall in school time.

Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given. **Unauthorised absence can lead to the local authority using sanctions and/or legal proceedings.**

The decision whether to authorise an absence or not rests with the Headteacher.

School may ask for supporting evidence before an absence is authorised. For example, prescriptions or appointment cards or similar.

