



Transforming Attendance at Parrs Wood

A family guide to attendance and punctuality

What do I do if my child is going to be absent?

If your child is unable to attend Parrs Wood High School you must ring before 8.15a.m. to inform us of the reason why. It is important that you phone on everyday of absence so that we know your child will not be attending and you do not receive a text message asking about their whereabouts.

Text messages are sent for safeguarding reasons. This ensures that you know your child has not registered at the school. If you receive a text message please respond so that we know your child is safe.



**Parrs Wood High School
telephone numbers:**

**Key Stage Three Office, Y7-9:
0161 446 8641**

**Key Stage Four Office, Y10-11:
0161 446 8644**

**Sixth Form Office, Y12-13:
0161 446 8648**





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Form Tutors

- Will congratulate students for having attendance within this band.
- Will ensure students collect termly certificates printed by the admin team and issued in assemblies by Heads of Learning.

Form Tutors

- Will discuss attendance with students ensuring that they are welcomed back and are aware that the absence has been noted.
- Will set an attendance target.
- Will contact the family to discuss absence from the school.

Head of Learning

- Will ensure Attendance Concern Letter 1 is sent by the admin team where attendance remains a concern.

Head of Learning

- Will ensure Attendance Concern Letter 2 is sent advising families that medical evidence is needed in order to authorise future absences.
- Will work with families and ensure an understanding of the link between attendance, progress and attainment.
- Will set an attendance target.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns with you.

Director of Learning

- Will complete a referral for Early Help support with a family's consent.
- Will work with the Attendance Team to offer a parenting contract.
- Will complete a referral for legal action as appropriate.
- Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

Director of Learning

- Will ensure Attendance Concern Letter 3 is sent advising the family of Persistent Absentee status.
- Will complete a referral for legal action as appropriate.

Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will ensure Attendance Concern Letter 4 is sent advising a family of the serious concern about attendance and that legal action may follow.
- Will continue to discuss the impact that absence is having on academic progress.
- Will set an attendance target.
- Will monitor attendance and safeguarding.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns and create a plan for improvement.
- Will work closely with other agencies to offer support and a personalised intervention package.
- Will balance support and challenge.
- Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

Student Services Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will intensify the support and challenge already started by school.
- Will support a student back into school and ensure measures are in place to build confidence and bridge gaps.
- Will consider placing a student into alternative forms of educational provision to overcome the barriers to being in school.
- Will build on the existing Early Help offer to include a single assessment plan and a lead practitioner from the team or service best placed to support a family, to bring about an improvement in attendance.

100 - 98% Attendance

Congratulations. Your child's attendance is excellent. Students in this band are eligible for a range of rewards.

97 - 95% Attendance

Your child's attendance is below Parrs Wood expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of school hours. A student in this band will probably continue to make progress but will need to work hard to maintain this.

94 - 91% Attendance

Your child's attendance is a cause for concern and is significantly below Parrs Wood expected percentage. Lost learning will make progress difficult and there is a significant risk of under achievement. Your child must speak to teachers to catch up with work and you must now meet with your child's Head of Learning to discuss everything that is affecting your child's attendance. You may be asked to come to an attendance panel and enter into a parent contract to improve attendance.

Below 91%

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee and urgent measures need to be taken to ensure that there is an improvement or your child will not reach his or her potential, will gain fewer qualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons preventing your child from attending school, legal action will be taken.

Below 51%

Your child's attendance is so low that they are classified as severely absent.

School will work with Manchester Local Authority and other local partners to intensify the support and challenge offered. If you do not work with Parrs Wood to improve attendance there may be further legal action.



Medical and dental appointments

Appointments rarely last more than fifty minutes but many families allow their child to be absent for the whole session or day. This is unacceptable. Medical appointments should be taken out of school hours where possible and appointments out of the country should be arranged for school holidays.

Where appointments are unavoidable during the day, students should attend before and after the appointment. Families should show the appointment card to the school in order for their child to leave at a particular time. The loss of a single day will reduce your child's attendance in any single week by 20%.



Punctuality

Ensure that your child is up sufficiently early in the morning to get to the school without being late. Help your child organise themselves the night before by ensuring that their school bag is packed and ready to go.

Ensure that your child is well-rested by getting them to bed at an appropriate time. All students are expected to be at school by 8.30a.m. and breakfast is available from 7.30a.m. Students who arrive after 8.40a.m. will be late to registration and will be issued with an L mark in the register. Any student arriving after 9.10a.m. will receive a U mark in the register which counts as an unauthorised absence.

Students who are late will receive a detention the same day.



Illness

Sometimes students are absent for minor illnesses. Consequently, attendance becomes a concern and it is necessary to ask for evidence of ill-health such as copy of your child's prescription or a medical appointment card. A parent or carer whose child is genuinely ill should not be concerned as medical advice will have been taken and evidence can be presented to Parrs Wood High School. **If your child is feeling 'under the weather' but not sick enough to see the doctor, they should be encouraged to come to school. Attendance at one lesson is far better than attendance at none at all. Naturally, students who are genuinely ill will be sent home following consultation with yourself.**

A letter will be sent advising you that medical evidence is required for every absence. It is important that you know that it is Parrs Wood High School that authorises absence for illness not parents or carers.



Leave of absence

The school will not authorise holidays in term time unless there are exceptional circumstances. All family holidays, even those for special occasions, should be booked outside of the school term. If you feel your circumstances are exceptional, you must complete a request form outlining this information and submit it before any travel plans are made.

If leave is taken without permission, the school will request a penalty notice which may result in a fine of £120. This will reduce to £60 if it is paid within 21 days. This is for every parent or carer and every child. Taking days off before or after school holidays is not acceptable and a request will be made for a penalty notice.



Prolonged absence

The Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the parent or carer is guilty of an offence. If your child is absent from the school regularly, we will offer help and support to improve this. If attendance does not improve, we will work closely with Manchester City Council and will request that they enforce attendance through a range of measures available, including a parenting order, a penalty notice or legal proceedings in the magistrates' court.



Support

Support is always available from the Head of Learning and the Attendance Team. If you wish to discuss anything that is affecting your child's attendance, please do not hesitate to contact us on 0161 446 8640. If we have a concern, the team in Key Stage Office will make telephone calls, home visits and send text messages and letters alerting you to this and will work with you to resolve any issues.