



Loreto High School Chorlton

## Attendance Information for Parents & Carers

If your child is going to be absent you must contact the school Attendance Team on each day of absence:

**0161 882 0164 or by email at**

**[attendance@loretochorlton.manchester.gov.uk](mailto:attendance@loretochorlton.manchester.gov.uk)**

If no contact is received the absence may be marked as unauthorised.

Please note: where there are concerns we may request medical evidence to authorise absences and a home visit may be made.

The school day is divided into two sessions if your child is unable to attend the morning am session but is well enough/ able to attend the afternoon pm session it is expected that every effort is made to do so.

### **Medical and Illness Absence**

It is expected that medical/ dental appointments be made outside of the school day. If this is not possible your child must attend before and after the appointment.

An appointment card or letter is required to authorise these absences.

If your child is absent due to illness, and they have accrued 5% or more absence, medical evidence may be requested for all absences. If this is not received the absence will be marked as unauthorised.

Medical Evidence includes a prescription, medical appointment card/ letter or note from your GP.

### **Leave of Absence**

Permission for a leave of absence will only be given in **exceptional** circumstances and at the discretion of the Head Teacher. Please make the request in writing at least 4 weeks in advance of the leave of absence. We may contact you to discuss this further.

If you continue to take the leave without permission or you do not make a request a referral may be made to the Local Authority and a penalty notice issued or prosecution instigated.

**Leave of absence for a holiday will not be authorised.**

**365 days in a calendar year**

**190 days in school**

**175 days not in school**

### **Support, Guidance & Advice at Loreto High School**

Support and help is always available to you and your child at Loreto High School. Please contact the Attendance Team on 0161 882 0164 or arrange a meeting at our school reception to discuss the support that can be offered.

**The evidence is clear:** Poor levels of attendance and punctuality impact negatively on progress and attainment.

### **Punctuality**

All pupils are expected to be at school by 8:45am ready for the start of the day at precisely 8:50am.

Pupils arriving after 8:50am will be marked late and must report to the Attendance Officer at the Student Reception to provide a reason for absence.

The close of the register is at 9:20am – arrival after this time will be recorded as an unauthorised absence (U code) for the morning session. Punctuality data is shared with Post-16 providers.

**Did you know? If your child is:**

| Minutes late each day | School days lost each year |
|-----------------------|----------------------------|
| 5 minutes             | 3 days                     |
| 10 minutes            | 6.5 days                   |
| 15 minutes            | 10 days                    |
| 20 minutes            | 13 days                    |
| 30 minutes            | 19 days                    |

### **Unauthorised Absence**

Unauthorised absence places you at risk of receiving a penalty notice fine of £120 per child per Parent/ Carer to be paid within 28 days (£60 if paid within 21 days), or a prosecution in the Magistrate's court. Absence data is shared with Post-16 providers.

**Did you know? If your child has:**

| Absence % | Number of days missed | Number of sessions missed |
|-----------|-----------------------|---------------------------|
| 5%        | 9 Days                | 18 Sessions               |
| 10%       | 19 Days               | 38 Sessions               |
| 15%       | 29 Days               | 58 Sessions               |

**The school Attendance & Punctuality Policy is available in full on our website at:**

**[www.loretochorlton.co.uk](http://www.loretochorlton.co.uk)**