

# North Ridge



## Key Attendance Information for Parents

*Our full attendance policy is available on our school website:*

***<https://northridge.manchester.sch.uk>***

At North Ridge, we believe that pupils need to attend school on time every day to learn, develop and thrive.

As a school, we want to work together with you to ensure that your child is happy, enjoys coming to school and accesses learning that enables them to develop new skills and socialise with their peers.

### **What school will do to support your child's attendance:**

- We will celebrate good attendance
- We will work together with pupils and their families
- We will keep you informed about your child's attendance and punctuality
- We will conduct home visits to discuss your child's absence
- We will invite you to meetings to discuss attendance concerns and work together to put plans in place and set targets.

### **How parents can support their child's attendance:**

- Talk to your child about their school day and celebrate their achievements
- Remind your child that their attendance is important and it is not OK to miss school
- Avoid unnecessary absence such as making medical appointments outside of school hours and not going on holiday in school time.

## It is your legal responsibility to ensure that your child attends school

If your child has unauthorised absences from school, you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

Penalty notices incur a **fine of £120 per child, per parent**, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay this fine may result in legal action.

### Did you know?

We will request medical evidence if your child is unwell and their attendance is concerning us.

Leave of absence in term time will not be authorised and you may receive a penalty notice

Pupils whose attendance is below 90% is considered by the DFE as a "persistent absentee"

#### Percentages Matters...

If your child's attendance is 90% by the end of the academic year, they have missed 19 days of learning!

#### Punctuality Matters...

If your child is late by 10 minutes each day, by the end of the week they have missed nearly an hour of learning!

### Absence Procedures

If your child is going to be absent from school, you must ring and inform school **before 9:00am** on each day of absence by calling: **0161 507 9700**

This is part of our **safeguarding procedure** to ensure we know where all our pupils are if they are not in school.

If contact is not received we will send *text messages and ring home, including emergency contacts*.

If **no contact is made** our school staff **may visit you at home** to ensure you and your children are well and to discuss reasons for absence.

***Remember: Every child has a right to an education!***