

Tuesday 11th December

Dear Parent/Carer

**Manchester City Council's Attendance Team Working in Partnership
with Beaver Road Primary School to improve Attendance and
Punctuality**

IMPORTANT INFORMATION FOR ALL PARENT/CARERS

Beaver Road Primary School has been working hard to improve the attendance and punctuality of all pupils. It is widely recognised that the educational outcomes and future life chances of children and young people can be significantly impacted upon by periods of absence and poor punctuality. Therefore we want to encourage parents to ensure that their child attends the School every day and on time. We do appreciate the fact that a significant number of pupils have excellent attendance and punctuality and this should be commended. The School is in session for 190 days, leaving 175 holidays for families to take trips, visits and holidays.

Manchester City Council's School Attendance Team are working closely with Beaver Road Primary School to address levels of unauthorised absence recorded by some pupils, especially those parents removing their child/ren during term time for holidays and family visits. We fully appreciate that there may be occasions when a pupil's attendance and punctuality may be affected due to exceptional circumstances. In these cases support and advice will always be available from the School. Unfortunately, despite this support, attendance and punctuality levels for some pupils continue to fall below the School's expectations. All pupils' attendance and punctuality is now closely monitored by the local authority and the School. Only the Headteacher/Head of School can authorise any leave of absence during term time which must be made in writing to the Headteacher/Head of School and if not authorised will be considered by the local authority for statutory action. Any leave not applied for will not be authorised retrospectively and those parents are now warned they will be considered for statutory action. Pupils arriving late to the School not only impacts on the late arrival, but also on the teacher and the rest of the class as it interrupts the learning and the teacher then may need to spend time repeating what has already been said. This is not acceptable and will be addressed as unauthorised absence and considered for statutory action.

All parents/carers are now warned that from Monday 7th January statutory action will be considered for any unauthorised absences recorded. Absences may be used both prior to this date and following the date of this letter. Pupils arriving late for school may also be subject to a penalty notice or other statutory action.

Parent/carers who receive penalty notices are now warned that if their child/ren record any further unauthorised absences you may not be given the option of future penalty notices but considered for a direct prosecution which will include a formal interview at the town hall to discuss the reasons for their child's poor attendance and/or punctuality. For those parents who do not attend the interview, or do not have reasonable explanations for their child's absence, it may lead to statutory action which could be a summons to

appear before the City Magistrates to explain the reasons for their child's absences from School.

PENALTY NOTICES - (Anti Social Behaviour Act 2003)

A penalty notice will be issued to **each parent for each child (e.g. 2 parents and 2 children = 4 penalty notices)**. Each penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

Failure to pay the penalty notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates' Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

DIRECT PROSECUTION – Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular attendance of their child if he/she is a registered pupil at the Academy and is of compulsory Academy age, then they are guilty of an offence.

Parents will be invited to the Town Hall to be interviewed under PACE (Police and Criminal Evidence). This is a formal interview which is recorded and may be used in evidence. Parents are interviewed separately and may be accompanied by a solicitor.

If found guilty at court the parents will receive a criminal record and magistrates may deal with the matters by way of fines up to £2500 and/or custodial sentence of up to 3 months imprisonment for each parent.

We would also like to address parents of nursery and reception age pupils to raise awareness of the importance of regular and punctual attendance. Children need to develop good routines to ensure they progress through the School giving them the opportunity of achieving their full potential. Where pupils do not attend every session required, parents must be aware they are at risk of losing the nursery place for it to be offered to a child on the waiting list.

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact the School on 0161 445 9337 to discuss any support that could be provided to ensure their regular attendance.

The Junior School starts each day at 8:40am and the First School starts each day at 9.00am. Pupils arriving after this time may be recorded with unauthorised absence and could be subject to statutory action.

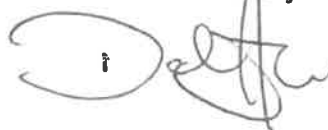
Once again thank you for supporting Beaver Road Primary School in improving attendance, which will ensure that all pupils at the School have the opportunity to reach their full potential and improve outcomes for their future life chances.

Yours sincerely



Janet Hall
Statutory School Attendance Manager
Children & Families Directorate

Yours sincerely



David How
Headteacher
Beaver Road Primary School