



9<sup>th</sup> July 2015

Dear Parent/Carer

## IMPORTANT INFORMATION FOR ALL PARENT/CARERS

Oswald Road Primary School has been working hard to improve the attendance 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. Therefore, we want to encourage parents to ensure that their child attends school every day. We do appreciate the fact that a significant number of pupils have excellent attendance and this should be commended.

At Oswald Road, we fully appreciate that there may be occasions when a pupil's attendance 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 levels for some pupils continue to fall below the national expectations of 96%. All pupils' attendance is closely monitored by the school and only the headteacher has the power to authorise any absence.

In this school year, any parents/carers of pupils who accrue unauthorised absence are now duly warned from the date of this letter that they may receive a penalty notice or be prosecuted in the magistrates' court.

Where a parent/carer removes their child during term-time without authorisation, they may be liable for a penalty notice or prosecution in the magistrates' court.

A penalty notice will be issued to each parent for each child. The 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.**

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 0161 881 4266 to discuss any support that could be provided to ensure their regular attendance.

On occasions, some pupils have medical appointments in the morning or afternoon which cannot be rearranged outside school hours, but parents are keeping the children off school for



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# Oswald Road Primary School

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the whole day. It is the parent's responsibility to collect their child from school within a reasonable time to attend any appointments. Sessions not attended does impact on the children's attainment and are recorded as unauthorised in the register. Any routine check-ups should be arranged out of school hours.

We would also request parents/carers provide school with medical evidence when absence is related to illness, i.e. a copy of prescriptions or medical/appointment cards.

I would also like to address parents of nursery and reception to raise awareness of the importance of regular and punctual attendance, as the younger pupils do need good routines to ensure they progress through the school, giving them the opportunity of achieving their full potential. In the early years, children learn how to learn and develop an understanding of the world around them, developing early skills of literacy and numeracy.

From September 2015, the Department for Education is raising the level at which a child is deemed persistently absent from 85% to 90% or less. The DfE has already seen a steady reduction in absence through previous measures and hopes this will also improve attendance in schools.

Once again, thank you for supporting Oswald Road in improving attendance, which will ensure that all pupils in school have the opportunity to reach their full potential and improve outcomes for their future.

Yours sincerely

Deborah Howard  
Headteacher



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