



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 9448

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 maybe made.

The school day is divided into two sessions if your child is unable to attend the am session but is well enough/ able to attend the 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 and will respond in writing.

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 to issue a penalty notice or instigate a prosecution. .

Leave of absence for a holiday will not be authorised unless there are exceptional circumstances.

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.

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 late must report to the Attendance Officer at 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.

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 |

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.

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