



Dear Parent/Carer

**IMPORTANT INFORMATION FOR ALL PARENT/CARERS**

Rodney House School has been working hard to improve the attendance of all pupils. It is widely recognised that the educational outcomes 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 number of pupils have excellent attendance and this should be commended.

At Rodney House School 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. All pupils' attendance is closely monitored by the school and only the head teacher can authorise any absence.

On occasions where some pupils have medical appointments in the afternoon, parents are keeping the children off school in the morning and vice versa. 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 education and are recorded unauthorised in the register. Please be aware the local authority monitor unauthorised absences and where appropriate will issue penalty notices or consider 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 a penalty notice may result in legal proceedings being taken. Other statutory action may also be considered under the Education Act 1996, which may result in prosecution in the Magistrates' Court. If found guilty the parent 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 230 6854 to discuss any support that could be provided to ensure their regular attendance. We would also request parents/carers provide school with medical evidence when absence is related to illness, ie. a copy of prescriptions or medical/appointment cards.

Once again thank you for supporting Rodney House School 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

Nuala Finegan

Headteacher

**Rodney House School**

Albert Grove, Manchester, M12 4WF Tel 0161 230 6854 Fax 0161 256 1630 Email: [admin@rodneyhouse.manchester.sch.uk](mailto:admin@rodneyhouse.manchester.sch.uk)

Headteacher: Ms Nuala Finegan