

Our Ref: SA: Admin/Ltrs/Attendance/HAC/WIL
Date: 14th September 2023



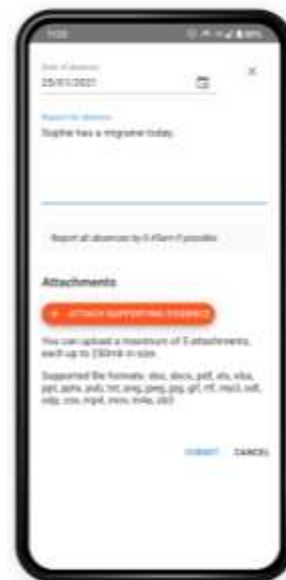
Dear Parent/Carer,

Firstly, we would like to say a big welcome to our new Year 7 parents and welcome back to our Year 8 to 11 parents. As it's a new academic year we would like to remind all parents about the importance of good attendance to highlight the provision in place to support attendance at Ruskin.

We wish to maintain high levels of attendance at Ruskin. However, we do realise that there will be times when absence is unavoidable and acceptable. In these instances, we ask that parents contact the school **prior to and on each day of absence** either by telephoning the school office on 01270 560 514 or using the attendance feature on your parent ClassChart app.



If you need support with ClassChart or need your parent log in please contact the school office. Year 7 student and parent login details have been given to students and these are stuck in their planners.



We do operate a 'first day absence' call and, if you do not inform us, you will receive a telephone call or text message from school with regards to your child's absence. An absence which cannot be accounted for will be regarded as unauthorised absence and will count against your child's overall attendance figure. A build-up of unauthorised absences may lead to Education Welfare input and subsequently lead to a Fixed Penalty Notice; this is a fine issued by the Local Authority. (10 absences trigger a fine and each absence is half a day, therefore 1 day is equal to 2 absences.) If there is no contact for three days, we will complete a home visit.

As part of our attendance policy students will receive regular rewards for 'good' attendance, Form Tutors, Year Achievement Managers and Monitoring Staff will have regular discussions regarding school attendance and sharing attendance figures with students. If a student falls below the expected level this will trigger a monitoring period for improvement. This can be seen on the flow chart overleaf, as advised by the Local Authority.

More information regarding attendance is available on the school website. However, if you have any concerns or questions regarding attendance please contact your child's form tutor in the first instance.

Kind regards,

Attendance Team

Ruskin Community High School

Ruskin Road, Crewe, Cheshire, CW2 7JT

Headteacher: Mr D Postlethwaite BSC (Hons). MA. NPQH.

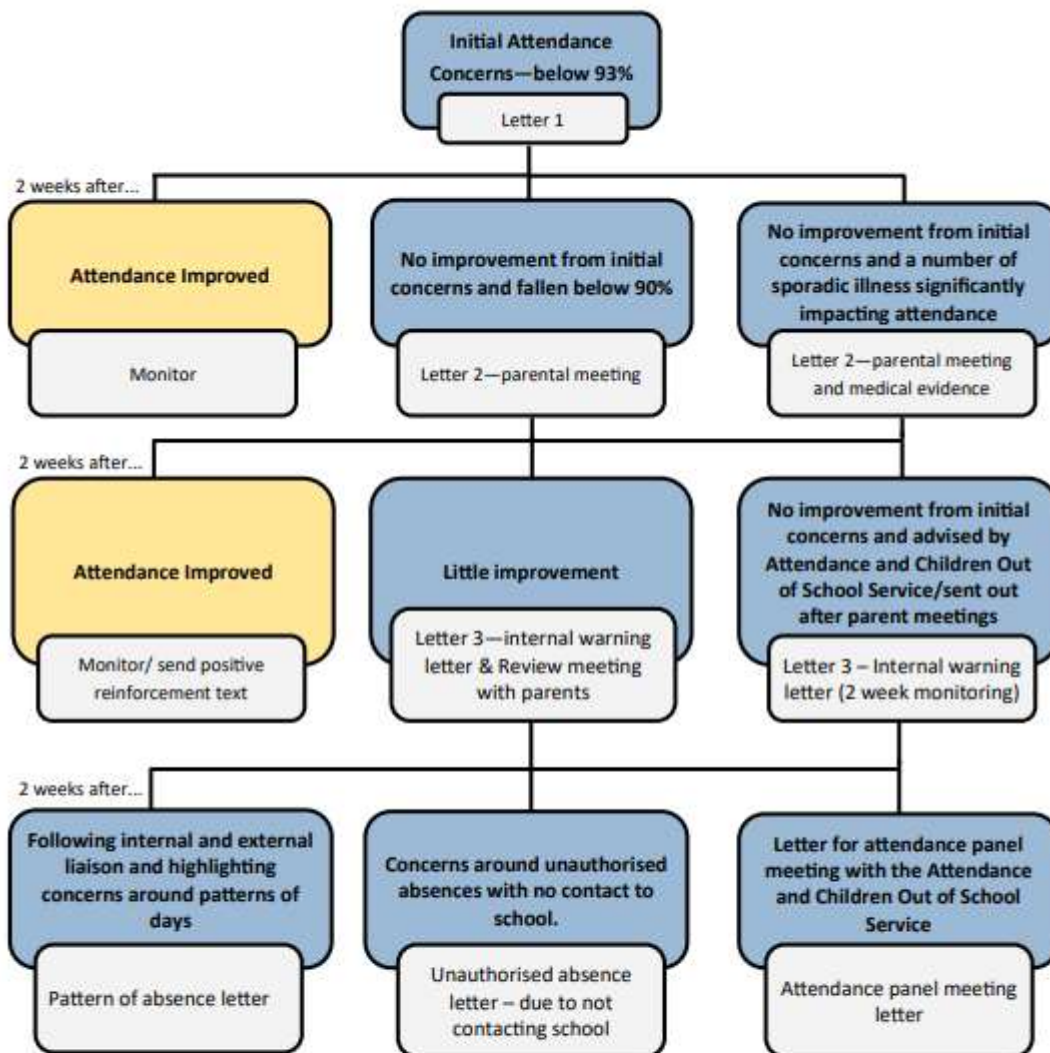
T: 01270 560514 - **F:** 01270 650248

E: enquiries@ruskin.cheshire.sch.uk

www.ruskinhighschool.co.uk



Attendance



6 week monitoring process for attendance.

PENALTIES FOR UNAUTHORISED ABSENCE		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summoned to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will be summoned to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance