



Rack House Primary School

Yarmouth Drive  
Nothorn Moor  
Manchester  
M23 0BT

Tel 0161 9982544

Headteacher: Miss T A Wood (B.Ed Hons/NPQH)

10 July 2013

Dear Parent/Carer

Re: Unauthorised absence during term time

This letter is being sent to all parents/carers of pupils attending Rack House Primary School.

Rack House Primary School considers all requests for taking leave of absence in term time very seriously and will only authorise such requests in exceptional circumstances. 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 all our parents/carers to ensure that their child/children attend school every day.

Rack House Primary School has a procedure for requesting leave of absence during term time. Details of this are included in the Attendance Policy Summary that has been sent or handed to all parents. The full Attendance Policy and the Summary are also available on the school website: [www.rackhouseschool.org.uk](http://www.rackhouseschool.org.uk).

**We would like to warn you that if you request a leave of absence and it is refused, but you continue with your arrangements, we will inform the Local Authority who will consider appropriate legal action.**

We would also like to warn you that school may require medical evidence where repeated absence due to illness is detrimental to your child/children's attendance.

It is your legal responsibility to advise school when your child is absent and to provide evidence of the reason for absence when required by school.

Medical evidence may be; the medical slip provided by school being completed at the doctor's surgery; copy of a prescription; a medical appointment card; proof of medication which has been provided on prescription.

The new school year begins on Tuesday 3 September 2013 when all children are expected to attend. Any child not returning on that date will be marked as an unauthorised absence unless medical evidence is provided.

Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council has the power to issue each parent/carer with a **Penalty Notice** for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent to which is intended to prevent unauthorised absence developing.

***Each such Penalty Notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served.***

***Failure to pay a Penalty Notice may result in further statutory action being taken against you.***

We write therefore to advise you that we are actively monitoring your child's attendance on a regular basis.

Should your child incur any further unauthorised absence after the date of this letter, then further action, including the issue of a penalty notice ***or referral to City Solicitors for consideration of a prosecution***, may be taken.

Any such penalty notice or prosecution may relate to your child's attendance record, both prior and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on the above number.

Yours Sincerely

A handwritten signature in black ink that reads "T A Wood". The signature is written in a cursive style with a horizontal line underneath the name.

T A Wood  
Head Teacher