

Wright Robinson College



A Parent & Carer's Guide to Attendance



What do I do if my child is going to be absent?

If your child is going to be absent from College, you must contact the

Student Services Team before 9am

and explain the reason for the absence.



The telephone number is

0161 826 1032



Parents/ Carers must contact College
on each day of their child's absence.

You will be required to provide evidence to support your child's absence,

if his/her Attendance is below 95%

Punctuality

All students are expected to arrive on site by 8.25am. Students who arrive late to registration will be issued with a late mark. Students who receive 2 late marks during a 5 day period will be issued with a detention. Registers close at 9.05am. Any student arriving late to college after the register has closed will be given a 'U' code which is recorded as an unauthorised absence.



Medical Absence

Parent/Carers will be asked to provide supporting medical evidence for their child's absence if their attendance falls below 95%. Medical appointments should be taken outside of College hours where possible. If a medical appointment is taken during term time, students are expected to attend before and/or after the appointment. A medical card will be required to authorise the absence. Parent/Carers are expected to contact College on each day of absence.



Prolonged Absence

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at the College, fails to attend regularly, the Parent/Carer is guilty of an offence. Wright Robinson will adhere to this where there are unauthorised absences recorded in your child's attendance certificate. Absences will only be authorised at the Headteacher's discretion.



Leave of Absence

Leave of absence during term time is 'not a right'. Here at Wright Robinson College we do not grant leave of absence during term time unless there are extenuating circumstances. If you wish for your child to be absent during term time you must complete a 'Leave of Absence Application form' which can be collected from the College's Attendance Office. This should be completed at least 4 weeks in advance of the absence, otherwise the absence will automatically be recorded as unauthorised. Leave of absence is granted at the Headteachers discretion.



Juvenile Employment

If you wish your child to be absent from College for the purpose of Juvenile Employment, you must apply for the absence via the College's Attendance Office. Absence will only be granted if your child's attendance is 95% or above. If your application is submitted during the Autumn term a decision will be made based upon your child's attendance for the previous academic year.



Penalty Notice

Where there are unauthorised absences recorded in your child's attendance certificate you may face legal action from the College in line with Manchester City Council's Penalty Notice Procedure.



Support and guidance is always available from Wright Robinson College. The full Attendance Policy can be found on the College website: www.wrightrobinson.co.uk