



ATTENDANCE & PUNCTUALITY POLICY

2024/25

ETHOS	<p>All children have the right to an education therefore:</p> <ul style="list-style-type: none"> • It is the responsibility of parents and carers to ensure their children attend school daily; • It is the responsibility of Christ the King Catholic Primary School to promote high levels of attendance and punctuality; • Governors have set the attendance level to 100% for all children.
ROLE OF PARENTS, CARERS AND CHILDREN	<p>All children have the right to enjoy their education and be in school on time therefore:</p> <ul style="list-style-type: none"> • It is the responsibility of parents and carers to ensure their children attend school on a daily basis; • It is the responsibility of parents and carers to ensure their children from F2 to Yr 6 arrive between 8.30am and 8.45am, ready for registration promptly at 8.45am; • It is the responsibility of parents and carers to report absences on the first day; • It is the responsibility of parents and carers to send in a letter or email to explain an absence through illness, on the day of the child's return; • It is the responsibility of parents and carers or older children to report to the school office if they are arriving after 8.45am and to provide an explanation for their lateness; • It is the responsibility of parents and carers to ensure that their children are not taken out of school for any other reason than medical appointments; • It is the responsibility of parents and carers to ensure that family holidays should coincide with school holidays.
ROLE OF CHRIST THE KING CATHOLIC PRIMARY	<p>All children have the right to enjoy their education and be in school on time therefore:</p> <ul style="list-style-type: none"> • It is the responsibility of Christ the King Catholic Primary School to communicate with parents, carers and children on a regular basis any concerns regarding attendance and punctuality, engaging outside agencies when necessary; • It is the responsibility of Christ the King Catholic Primary to hold meeting between parents, carers and Mrs Procter when a concern arises regarding attendance or punctuality; • The school will liaise with the Attendance officer for advice and support; • The Attendance officer acts as a support worker to school to help improve attendance and punctuality; • If necessary the Headteacher will make a home visit to assess the reason for non-attendance/continual lateness. The Headteacher and SENCO/ELSA will work with the family, pupil, school and other agencies if necessary, to ensure the child gains the full benefit of education; • The Headteacher must ensure that parents are fulfilling their legal responsibility to ensure their children attend school daily and punctually; • The Headteacher and Deputy Headteacher have the power to issue Fixed Penalty Notices in cases of unauthorised absence from school.

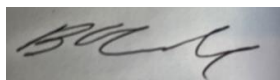
	<ul style="list-style-type: none"> In the event of no notification from a parent, the office staff will contact the parent for clarification of absence
AUTHORISED ABSENCES	<p>All children have the right to an education and be in school in time therefore:</p> <ul style="list-style-type: none"> An authorised absence is one, which is permitted by law, or is allowed by the Headteacher; If a child is prevented from attending due to sickness or any unavoidable cause; If it is a day exclusively set aside for religious observance by the religious body to which the parent belongs; Domestic circumstances such as the death of a close relative, a house fire or other exceptional situation e.g. a parent in hospital; If a child is excluded for a fixed period of time. Should a child be permanently excluded he/she will be kept on roll until parents have had the opportunity to make representation to the Governing Body and/or the Local Education authority.
UNAUTHORISED ABSENCES	<p>All children have the right to an education and be in school on time therefore:</p> <ul style="list-style-type: none"> An unauthorised absence is not permitted by law nor is allowed by the Headteacher; Truancy, where a child is absent without his/her parents' knowledge and approval; Condoned absence, where a pupil may, for example, be kept at home for shopping; The parent does not communicate with the school to inform or explain of a child's absence; A Fixed Penalty Notice of £60.00 per adult per child for unauthorised absences may be issued if a child takes 5 days or more unauthorised holiday, or a pupil arrives late to school on 10 or more separate occasions.
FIXED PENALTY NOTICES	<ul style="list-style-type: none"> Fixed Penalty Notices will be issued by post; Payment of a Fixed Penalty Notice is £60.00 if paid within 21 days and £120.00 if paid after this time but within 28 days; Arrangements for payment will be detailed on the Fixed Penalty Notice; Once issued a Fixed Penalty Notice may only be withdrawn in the following circumstances: <ul style="list-style-type: none"> The Fixed Penalty Notice was issued to the wrong person; OR It was issued outside of terms of the local protocol; OR It contains a material error; OR It has not been paid in full and the LA has not and does not intend to instigate proceedings; OR The circumstances of the case warrant its withdrawal.
REGISTERS	<p>All children have the right to an education and be in school on time therefore it is the responsibility of Christ the King Catholic Primary to:</p> <ul style="list-style-type: none"> Registers to be completed online/paper copies Registration to take place twice a day at 8.45am, by 1:30pm.

	<ul style="list-style-type: none"> • It is important that accurate marking and completion of registers is given high priority so that the school and Local Authority meet their obligations regarding school attendance; • In the case of a fire the Office Staff will take out the registers; • Absences have to be clearly identified as being authorised or unauthorised. <ul style="list-style-type: none"> E Excluded for a fixed period H Annual family holiday granted by the Headteacher G Unauthorised holiday C Authorised absence U Late after registration M Medical / dental / sickness R Day of religious observance V Education residential visit P Participating in an approved sporting activity at another site O Unauthorised absence L Lateness
--	--

Approved September 2024 by



Mrs J Procter



Mr B O'Connell

Review date September 2025