**Attendance**

At St Chad’s C of E Primary & Nursery School, we believe that good attendance is essential for pupils to take full advantage of the school and to gain the appropriate skills, which will equip them for life. When your child is absent from school he or she misses the teaching provided on the days when absent, and on their return are also less prepared for the lessons building on that teaching. There is a consequent risk of underachievement when absence is high, which the school and parents both wish to avoid. We do accept that there may be occasions when a child has to miss school – for example, if unwell; however, any other absences should be kept to an absolute minimum. If your child is absent, please contact the school on 01606 663683 on the morning of their first day of absence.

**Procedures for Monitoring Attendance Levels**

In-line with new Local Authority guidelines, as a school we monitor all pupils whose attendance falls below 96%. If your child’s attendance becomes a concern, we will write to parents to remind them of the importance of attendance at school. If this attendance continues to fall, we will write to parents again, and if appropriate, invite them in to discuss strategies. Where there are levels of irregular attendance and/or unauthorised, absences, school will have option but to issue a Fixed Penalty Notice.

**Procedures for Unauthorised Absences**

We seek to ensure that all absences are authorised by parents through a phone call, text message, message at the office or by letter/note. In the case of an absence failing to be reported or if the reasons are unacceptable, a letter will be sent to parents outlining concerns and requesting an explanation. If absences continue to be unauthorised, a second letter is sent to parents and a meeting will be arranged to discuss strategies. If your child continues to have an unacceptable level of absence parents/carers may be issued with a Fixed Penalty Notice.

**Procedures for Lateness**

Whilst it is vital that your child attends school as often as possible, it is also vital to their education that they are on time each day. The beginning of a lesson is often the most important part and children are disadvantaged if they miss this. Therefore, as a school we also track lateness. Pupils are recorded as late if they arrive after 9.00am. If three late marks are accrued, a letter will be sent to parents reminding them of this importance of being on time. If a further three late marks are accrued, a second letter will be sent to parents. If lateness continues, parents will be asked to attend a meeting in school to discuss strategies to avoid this situation in the future. If your child arrives after 9.20am, the session is unauthorised lateness and if such lateness persists, a Fixed Penalty Notice may be issued which may lead to a £60 fine per child, per adult.

**Medical Appointments**

The school would like to request that, wherever possible, appointments are made out of school time. If this is not possible, we request that parents provide evidence of this appointment when you arrive to collect your child.

**Requests for term-time holidays**

At St Chad’s C of E Primary & Nursery School, we have an attendance policy regarding term-time holidays. We strongly discourage parents from arranging family holidays during term-time due to the disruption to learning that it causes.

**What the Law says**

The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday. The regulations do state that the school may, only in exceptional circumstances, grant a leave of absence, which will be agreed at the discretion of the Headteacher.

**What are ‘exceptional circumstances’?**

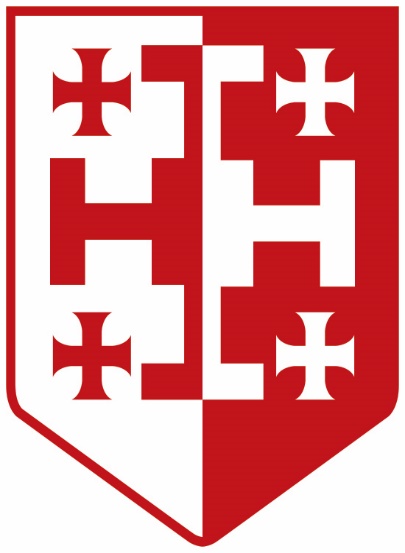
Due to the change to the law, an ‘exceptional circumstance’ is classed for example service personnel taking holiday leave during their leave of absence, allowing family time prior to and following the death of a very close relative, or life threatening and life limiting illness of a child or sibling. If you require leave of absence for your child, this must be done by letter to the Headteacher stating the dates and reason for the absence.

**Issues parents need to be aware of**

Should a school not agree to grant this leave and parents take their child out of school in spite of this, then this will be counted as unauthorised absence. Any unauthorised leave of absence (including holidays) will result in a Fixed Penalty Notice being issued, which is £60 per child, per adult.

**School Attendance Policy**

If you wish at any time to view the school’s attendance policy, please do not hesitate to ask for a copy from the school office.



**ST CHAD’S C OF E PRIMARY & NURSERY SCHOOL**

**INFORMATION FOR PARENTS/CARERS REGARDING ATTENDANCE 2022 - 2023**