



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs Melanie Lord

Assistant Headteacher- Ms Kent

Durdells Avenue Kinson Bournemouth BH11 9EH Tel.(01202) 574277

Fax. (01202) 594114 e-mail christthekingrc@ctkcps.com

Plymouth CAST Multi Academy Trust Number: 08438686

Website: www.ctkcps.com

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Attendance

Welcome back to another school year. As you know, school attendance is one of our main priorities. Good attendance at school is essential and we are committed to doing all we can to support families achieve the best possible attendance for their children. We know that this will not only help children's academic success but also their social and emotional health as well.

We would like to take this chance to thank you all for the brilliant return to school and for your future efforts in ensuring that your children are in school on time. We have been really pleased to see the children back, settled and happy here.

We would remind you that attendance at school is statutory for all children and 96% attendance is considered good. Our full attendance policy can be found on the school website but here are some important sections. This letter is to remind parents how we support regular school attendance.

Telling the school if your child is absent

Parents/carers must contact school on the first day of their child's absence and then each day afterwards. This is important safeguarding: if your child is not at school in the morning and you haven't told us to expect this, then we must check that your child is safe. You can tell us that your child is absent by phoning the school office on (01202 574277) by 08.30am at the very latest giving a reason for your child's absence. If the school office is extremely busy then you can leave a voicemail message. If we haven't received any communication from you then we will contact you on the first day of absence. This contact will usually be a telephone call. This is difficult and time consuming- please help us by remembering to contact us in the first place.

Monitoring attendance

Children's attendance is regularly monitored and details of this can be found in the attendance policy. Our school works closely with the Local Authority as well as our own Education Social Worker: advice is taken where there are concerns about a child's attendance.

Requests for absence during term time

In line with current legislation, Headteachers are only allowed to grant leave of absence from school in exceptional circumstances (defined as rare, significant, unavoidable and short). Requests should be in writing and must be submitted before any absence is taken.

As a general guide, the following might be considered as 'exceptional':

- Immediate family weddings, christenings or funerals;
- Immediate family member returning home from Service Duty;
- Days of religious observance;
- Other situations where a 'compassionate' element is applicable.

Generally, the following cannot be considered 'exceptional':

- Family holidays and breaks
- Parents' profession or place of work making it difficult to align school and work holidays;
- Educational visits arranged by family members during school time;
- Family birthdays or other events;

After applying for term time absence, parents/carers will be notified of the Headteacher's decision as quickly as possible. If the absence is not agreed, then it should not be taken.

We respectfully remind parents that they should only tell the school that their child is unwell when this is actually the case.

Attendance is monitored on a weekly basis in school and we will inform you in writing if your child's attendance is a concern. If school attendance should continue to be a concern we may take legal action which could be in the form of a Fixed Penalty Notices or prosecution.

Lateness

Punctuality is also important: lateness has a huge negative impact on a child's learning. If your child arrives at school after their designated start of the school day time, they will be registered as 'late'. Lateness beyond 15 mins of their expected arrival time, will be counted as an absence for the morning session which will be unauthorised unless the school is offered an acceptable reason. If your child is persistently late, this will be dealt with in line with the school's attendance policy.

We are delighted to welcome families back and we are looking forward to helping every child enjoy being part of their school community again. We thank you for your continued support.

Yours Sincerely
Mrs Melanie Lord
Headteacher