



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Headteacher: Mr Brian Morton

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

Dear Families,

October 2024

Attendance

As you know, school attendance is one of our key priorities. Good attendance at school is essential for learning, being part of our school community, and development 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 mental 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.

We would like to remind you that attendance at school is statutory for all children on roll and 96% attendance is considered good, we aim to achieve this. Our full attendance policy has been updated as there are some changes around penalty notices and these can be found on the school website. 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) or via email 8.45am at the very latest and leaving a message with a reason for your child's absence. Office staff will contact parents on the first day that a pupil is absent without explanation. This contact will usually be via text message in the first instance, requesting a call from the parent. If no response is obtained, the school will endeavour to reach the parent via telephone. This is difficult and time consuming- please help us by remembering to contact us.

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

It would be appreciated if parents can be as honest and transparent with us in terms of time away from school and respectfully remind parents that they should only tell the school that their child is unwell when this is actually the case.

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, and as early as possible.

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.

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, where attendance falls below 96%, has unauthorised absence or 10 unauthorised absences in 10 school weeks we may take legal action which could be in the form of a Fixed Penalty Notices or prosecution, in line with the local authorities code of conduct and DfE 'working together to improve school attendance.'

As previously communicated, following the introduction of the new National Framework August 2024 there are changes to the Penalty notices: the fine for school absences across the country will be £80, per parent, per child, if paid within 21 days, or £160 if paid within 28 days. If FPN are not paid, legal proceedings follow under The Education Act 1996.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160, per parent- per child.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. Please also see attached the letter for parents from the local authority that explains this further.

Lateness

Punctuality is also important: lateness has a huge negative impact on a child's learning if it occurs on a regular basis, it can impact on the pupil and the rest of the class having frequent disruptions.

School gates open 8.25am, doors open 8.30am, register is taken 8.40am If your child arrives at school before 9am, they will be registered as 'late'. Lateness beyond 9.01am 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.

Where available, any additional information related to absence, such as a medical or dental letter, or appointment card is gratefully received, please email these through to the school office.

Support

Where you have any barriers to attending school, we have support from myself as the Attendance champion, our pastoral support, education social worker, SENco and range of external services, please get in touch if we can support in anyway.

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

A handwritten signature in blue ink that reads "Brian Morton". The signature is written in a cursive style and is set against a light blue rectangular background.

Mr Brian Morton
Headteacher-Attendance Champion