



September 2023

Ref: Our Expectations of Attendance

Dear Parents/Carers

As we begin a new academic year, we would like to remind parents and carers of our expectations regarding attendance and punctuality.

Cardinal Newman Catholic School recognise the importance of regular and punctual school attendance. We believe that through good attendance at school, children will achieve their potential, have better opportunities and develop good habits that will support them throughout their lives.

We understand that there may be unavoidable circumstances when your child is absent from school, and we would like to remind you of the school absence procedures.

Illness:

There may be occasions where your child will wake up on a school day feeling unwell. Parents and carers should assess and decide if their child is well enough to attend school or needs to be kept at home. If your child does not have a temperature but has minor ailments such as a headache, then (as with adults) medical advice is to offer painkillers. We will always contact you if your child's condition worsens or if we believe they are contagious e.g. vomiting etc.

If you decide your child is unable to attend school due to illness, the following procedures should be applied:

- Contact the school by **8.00am** to inform the school of the absence giving the name of the child, the tutor group if you know it and the reason for the absence. The absence line closes at **8.40am**.
- Parents and carers are expected to maintain contact with the school daily throughout the absence.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In most cases, a note from the parent explaining that their child was ill can be accepted without question or concern. Further evidence of a child's illness may be requested if their attendance is an ongoing concern or becomes persistent.

Medical and Dental Appointments:

- Appointments should be booked outside of school hours wherever possible.
- When a student has a medical or dental appointment, this should be confirmed by showing the school an appointment card or letter.
- Students are expected to attend school before and after an appointment. Any absence outside of the appointment/travel time will be unauthorised.

Unexplained Absences:

Unexplained absences from school cause serious concern as the school cannot confirm a child's whereabouts and safety.

- From 8.40am registers are checked for absences where there has been no contact by parents/carers or reason provided.
- School staff will attempt to contact parents to ascertain why the child is absent from school.





- Where we cannot ascertain a reason for absence, we will contact, other emergency contacts provided.
- In the event of a prolonged absence, with no contact from home the school will complete a home visit, and failing that will contact the police to undertake further safety and wellbeing checks.
- Please ensure the school has up-to-date addresses and telephone numbers.

Punctuality

Students must be punctual so that they do not miss the beginning of each day. Students who do not arrive to tutor time at 8.40am will be given a late mark.

- Students must arrive on the school site by **8.30am**.
- Students arriving between 8.40am and 8.50am will receive a same day breaktime detention.
- Students arriving after 8.50am will receive a same day breaktime and lunchtime detention.
- Where a student arrives after the register closes at 9.10am, this will be classed as an unauthorised absence in line with the DfE compulsory attendance codes.

Holidays:

It is not our policy to authorise holidays during term time. A holiday request form must be submitted to the Headteacher for approval with at least 2 weeks' notice. Where unauthorised leave is taken, the Local Authority may issue a fixed penalty fine.

Poor Attendance:

Attendance below 95% is unsatisfactory. Attendance below 90% is considered persistent absence by the Department of Education as a student will have missed 10% or more sessions which equates to your child missing 1 day or more, every 2 weeks. Persistent absence has a detrimental impact on student outcomes.

At Cardinal Newman Catholic School, we aim for every student to achieve at least 96% attendance levels. We monitor attendance and write to parents and carers if we become concerned about a child's attendance and the child's attendance is monitored carefully.

Parent/Carer Support:

- Make sure your child leaves for school early enough to arrive at school on time
- Always report your child's absence by 8.00am
- Arrange appointments outside of school hours wherever possible
- Work with the school, to resolve any issues impacting your child's attendance
- Arrange holidays outside of term time

We thank you for your support and co-operation in helping us secure and raise school attendance for all our students.

Yours faithfully

Mrs C Chester
Assistant Headteacher

Ms E O'Connor
Headteacher

