

Referrals for Non-Attendance

Newcastle Council has a duty to ensure that parents send their children to school regularly. Parents/carers commit an offence if their child is of statutory school age and does not attend school regularly or the absences are not agreed by the school (unauthorised absence).

The school regularly reviews attendance and tries hard to work with parents to improve attendance. Where no improvement is seen the school may refer a child of statutory school age to the Local Authority attendance officer for a fixed period of attendance monitoring.

Parental Responsibility

A parent is:

- Any natural parent, whether married or not
- Any person who has parental responsibility for a child/young person
- Any person who has care of a child, i.e. lives with and looks after the child

** Children are of statutory school age on the first day of the term following their fifth birthday (1st January, 1st April or 1st September)*

What can parents do to help?

- * Ensure your child attends school every day and on time. If your child is not well enough to attend contact the school on the first day of absence.
- * For absences due to vomiting or diarrhoea children must stay at home until they have been clear of sickness for a **full 48 hour period**.
- * Please avoid making dentist, hospital or GP appointments during school time where possible. Routine appointments should be made outside of school hours or, if this is not possible, they should be arranged for the beginning or end of the school day.
- * Take family holidays during the school holidays.



ST CHARLES'
CATHOLIC PRIMARY SCHOOL

Attendance Matters



**MAKE SURE YOUR CHILD
IS IN SCHOOL EVERY DAY.**

**Regent Farm Road
Gosforth
Newcastle Upon Tyne
NE3 3HE
0191 2852553**

School Attendance

Why attend every day?

At St Charles', we believe that regular attendance is directly linked to achievement by providing every child with the opportunity to meet their full potential. Your child will have the best possible start in life if you can encourage good attendance routines from an early age. Research has shown that regular attendance helps children to feel settled in school, become involved and build relationships with others.

Missing school can disrupt a child's learning and school routine leaving them vulnerable to falling behind. Longer term it can put children at risk of anti-social behaviour, youth crime and child sexual exploitation and ultimately can seriously affect a child's life chances and job opportunities.

As a parent it is your responsibility, under Section 444 of the Education Act 1996, to ensure that your child attends school regularly and on time. Keeping children away from school without good reason is actually a criminal offence.

Good Attendance

We expect all of our children to aim for excellent attendance..

Please support the school in its efforts to raise the educational achievements of your child by ensuring that they attend school regularly and on time.

Can I get help if my child is not attending regularly?

Yes, we can give you advice and support if you need help with your child's attendance. It is very important that you speak with the School at the earliest opportunity if you have any worries about maintaining your child's attendance.

Absence Reporting

What should I do if my child is absent from school?

Email or telephone the School Office **before 9.20am** on the first day of absence to provide the reason for absence.

0191 2852553

Or email
office@stcharlesprimary.uk

Punctuality

Arriving at school

The gate opens at 8.40am each morning. Please ensure your child is in school **by 8.50am**.

Children arriving at school after 8.50am will need to be brought into class via the school office and will be recorded as 'LATE'. Children arriving after registers close at 9.20am will be recorded as 'UNAUTHORISED', which is effectively an absence mark for the session (half a day).

Remember, even a few minutes lost at the beginning of every day adds up to a lot of teaching time. Early departures/late arrivals are recorded in the office to enable us to monitor the frequency or any patterns emerging.

Collection at the end of the school day

Please collect your child promptly at the end of the school day or from any after school club. There is a high demand for places at the after school clubs. Frequent non-attendance or regular late collection from a club may result in your child being withdrawn from that club and the place being offered to another child.

Leave of Absence

Leave of Absence Requests

Requests for a leave of absence during term time must be submitted in writing at least two weeks before the absence is to be taken regardless of the length of the absence. Retrospective approval cannot be granted. Requests will only be authorised in **exceptional circumstances**. This will be at the discretion of the Headteacher and is not a parental right. Holiday requests are not granted in term time.

Each request is considered on an individual basis with due regard to any exceptional circumstances highlighted using a consistent approach. Parents may be invited in for a meeting to discuss the request.

If a parent takes their child out of school without agreement from the Headteacher it will be marked as an 'unauthorised' absence on the school register.

