



BISHOP CHALLONER CATHOLIC COLLEGE

Friday 6th September 2019

Dear Parent/Carer,

Attendance and Punctuality at Bishop Challoner Catholic College

Bishop Challoner Catholic College take attendance and punctuality very seriously and, therefore, would like to remind you of the importance of both to your son/daughter. We appreciate your support as parents/carers and your constant drive to have all students in school enjoying learning; it is a key element to our consistent success.

Above 98%	Excellent attendance- less than 4 days absence in a year
95%-96%	Good attendance- the national expectation of a student in a secondary school. Less than 9 days absence in a year. Bishop Challoner Catholic College attendance target for all students is 97% minimum.
94%-90%	Below average/low attendance- this is cause for concern and Birmingham City Council Education Welfare Service may make contact with parents/carers to discuss the situation to ensure attendance improves.
90% and below	Exceptionally low attendance- 19 days absence in a year. Students with attendance of 90% or below are persistently absent from school. Parents/carers of students with this level of attendance will be referred to Birmingham City Council Education Welfare Service for them to take the appropriate action unless there is exceptional circumstances or recognised medical grounds.

Reporting an absence

- All absences must be reported to the Pastoral Office before 9am each day. If it is a prolonged absence a call is required each day.
- If you know your child is going to be absent due to a medical appointment please let us know in advance with evidence for the absence.
- A written letter, giving details of absences, must be given to your son/daughter's Form Tutor on return.
- If your child has been absent due to a medical appointment please attach the appointment card/letter.
- **Unexplained absences will be unauthorised by the school.**

Examples of authorised absence:

- Medical, opticians or dental appointments. Routine appointments should be made for outside of school. Evidence of these appointments is required.
- College/employment interviews. Evidence is required.
- Family funerals of close immediate family members or recognised religious observations. (One day will be granted on prior notification).

Principal - Dr J Coughlan

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Examples of unauthorised absence:

- Leave of absence not approved by the school.
- Absence not reported on the day or supported by written explanation upon return to school.
- Arriving late after register has closed.
- Truancy.

Examples of medical evidence:

- Medical appointment card confirming attendance.
- Medical appointment letter.
- Copy of prescription showing name and date.
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Request for absence of leave during term time

The law does not grant parents/carers automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on specialist teaching during their absence.

Punctuality

Arriving late to school and into lessons is very disruptive for the teacher and other class members. It also means that late students miss important input from teachers. Registration is at 8.40am and it is advised that students arrive by 8.30am. If your child is going to be late please call the Pastoral Office to inform them of the reason.

A student arriving late to the school must sign in at Reception. The sanctions detailed below are likely to be applied when lateness occurs. Sanctions are ultimately applied at the discretion of senior staff.

Year 7-9

Arrive to school late- 30 minute same day detention

Arrive to school late x 2 in same week- 1 hour detention on designated day

Arrive to school late more than twice, consider late initiative where student gets 1 hour detention each day late or 5pm finishes where required

Year 10

Arrive to school late- 1 hour same day detention

Arrive to school late x 2 in same week- 5pm finish

Arrive to school late more than twice or general persistent lateness, 5pm finish for each day late.

Year 11

Arrive to school late- 1 hour same day detention after study session

Arrive to school late x 2 in same week- 6pm finish

Arrive to school late more than twice or general persistent lateness, 6pm finish for each day late.

Thank you for your continued support in helping to raise attendance, punctuality, attainment and progress at Bishop Challoner Catholic College.

If you are unsure of any of the details regarding attendance, please do not hesitate to contact the school.

Yours sincerely.



Mr D Hearnden
Assistant Principal