



HEADTEACHER: Mrs C Jones BA (Hons), MSc

We are proud of the strong attendance at Christ the King and, by working together, we aim to make it even better. This letter is to highlight how important regular school attendance is at secondary level and to explain how we can support students and families.

Throughout your child's time at Christ the King, attendance and wellbeing remain a top priority. At secondary school, every lesson matters. If students are not in school regularly, they miss not only important learning but also opportunities to build friendships, develop independence, and prepare for exams and future careers.

For clarity, any time your child is not in school (including illness, appointments, or holidays) it must be recorded as an absence on the register. This will affect overall attendance figures. We strongly encourage families to arrange routine appointments outside of school hours wherever possible.

We also ask that holidays are not taken during term time. There are 190 school days each year, and absences during term time are recorded as unauthorised. If attendance falls below 90%, this is classed as persistent absence. This means missing the equivalent of one half-day each week, or around 19 days across the school year—nearly four weeks of learning.

We recognise that some students may find attending school more challenging. At all stages, we are committed to working with students and families to remove barriers and provide the right support.

Attendance is everyone's responsibility. Attendance matters, and punctuality counts.

Our Joint Responsibility

By law, every child of compulsory school age is entitled to a full-time education suitable to their needs. Parents and carers are legally responsible for ensuring their child attends school regularly.

Research shows that good attendance at secondary school is closely linked to:

- Higher GCSE outcomes and future opportunities
- Better mental health and wellbeing
- Stronger friendships and social development
- Improved long-term career prospects



Punctuality

Arriving late has a serious impact on learning. Being just 15 minutes late each day is equivalent to missing around two weeks of school per year.

Students must be in school and ready for registration by 8:40am. Arriving after this time means missing vital information in registration and receiving a late mark, which affects attendance. If a student arrives after 9:10am, they will lose their morning registration mark. This counts as an absence for that session and will again affect their overall attendance.



School Day

Start	End	Activity
08:40 am	09:00 am	Registration
09:00 am	10:00 am	Period 1
10:00 am	11:00 am	Period 2
11:00 am	11:20 am	Break
11:20 am	12:20 am	Period 3
12:20 pm	1:20 pm	Period 4
1:20pm	2:00pm	Lunch
2:00 pm	3:00 pm	Period 5



Why Attendance Matters

Research highlights the impact of poor attendance:

- Education: Students who miss lessons fall behind and are less likely to achieve strong GCSE results.
- Social development: Irregular attendance can affect friendships and confidence.
- Future opportunities: Lower attendance is linked to reduced chances of further education, apprenticeships, and employment.
- Wellbeing: Regular attendance supports both physical and mental health

Celebrating Good Attendance

We recognise and reward excellent attendance through:

- Weekly merits for 100% attendance and no lates
- Termly rewards and incentives
- 100% attendance certificates and prize draws
- “Thank Crunchie it’s Friday”
- End-of-year awards for outstanding attendance



Attendance Procedures

Our Attendance Team works closely with students and families to support good attendance.

If your child is absent:

- You must inform the school by 8:40am on the first day and each following day
 - If we do not receive contact, we will follow safeguarding procedures, including calls and home visits
- We will decide whether absences are authorised based on the information provided.

Monitoring and Support

Attendance is monitored regularly. If a student’s attendance falls below 90%, we will:

- Contact parents/carers
- Offer support and guidance
- Arrange meetings if needed
- Complete additional home visits

We may also involve additional support services where appropriate to help improve attendance.

Important Information About Penalty Notices

Government regulations (from August 2024) mean:

- 10 unauthorised sessions (5 school days) within 10 weeks may lead to a penalty notice
- Term-time holidays are very likely to result in a fine
- Fines start at £80 (if paid within 21 days) and increase to £160
- Repeated offences may lead to further legal action

We appreciate your continued support in ensuring that students attend school regularly and on time. Strong attendance is essential for success in secondary school and beyond.