



Attendance Policy

Approved by Governors on 10 May 2022

Review Committee: Standards and Effectiveness

Review on: Summer Term 2024



ATTENDANCE POLICY

Mission Statement

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual. We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

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Parents and carers

School

1 Introduction

Following on from our Mission Statement, we at Christ the King aim to foster good relationships between staff, students and parents/carers in a partnership of mutual responsibility. As a school we aim for an environment which enables and encourages all students to achieve their potential and to aspire for excellence.

For our students to achieve the greatest benefit from their education it is vital that they attend school regularly and should be at school, on time, every day the school is open unless they have an unavoidable reason to be absent.

Government research shows a direct link between attendance and attainment. Good attenders also tend to make better progress socially, learn to work with others and are better prepared for transition to further education, training and employment.

Our individual attendance target currently is 97%, however all students should strive to achieve 100% if they can.

2 Roles and responsibilities

2.1 Families

Parents and carers have a legal duty under the Education Act 1996 to ensure their children of compulsory school age attend school regularly, it is also their responsibility to ensure school have up-to-date contact for themselves and emergency contacts.

If a student is going to be absent, parents must inform school as soon as possible and at the latest by 8:40am on the first day of absence using the Groupcall Xpressions app or by telephoning school and leaving a message.

2.2 School

Headteacher

- Lead on ensuring attendance has a high profile in school.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and protected time is allocated to complete their responsibilities.
- Takes overall responsibility for the school complying with statutory guidance relating to attendance.
- Consider each request for leave of absence against the school's criteria, make a decision whether some, all or none of the leave will be authorised and notify parents/carers of their decision.
- Provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

Attendance lead and other staff with designated responsibilities for attendance

- First day response; contact parents or carers via Groupcall Xpressions if a reason for absence has not been provided. This information will be recorded accordingly.
- Update attendance registers using the appropriate code.
- Regularly monitor student attendance, identify potential patterns of absence.
- Analyse attendance data, including vulnerable groups such as SEND/Pupil Premium.
- Work with students and parents to remove barriers to regular and punctual attendance, using parenting contracts where appropriate.
- Involve external agencies to support students and parents/carers to have a better understanding of the importance of good attendance and to address any issues causing attendance concerns.

- Promote regular attendance through school announcements, assemblies, attendance ladders, website and THE CTK WAY and ensure the school's attendance policy is readily accessible.
- Implement rewards and sanctions in line with our school attendance procedures.

Achievement Coordinators and House Tutors

- House Tutors must complete the register on SIMS accurately at the start of registration, it must be remembered this is a legal document. If SIMS is, for any reason, not accessible a paper copy of the register should be completed and sent to reception as soon as possible.
- If a reason for absence is recorded in student planners House Tutors should inform either their Achievement Co-ordinator or the Attendance Manager.
- Students should report to a member of SLT in the Achievement Co-ordinator's Office during registration for a 'returning to school' meeting following an absence.
- Liaise closely with AHT pastoral and Attendance Manager regarding individual student information, informing of any on-going issues or reasons which could be contributing to absence or punctuality issues.
- Work closely with House Tutors on identifying students in their Tutor Group with attendance/punctuality issues.

All school staff

- Provide a warm and welcoming atmosphere for students and ensure a safe learning environment.
- Be aware of factors that could contribute to poor attendance and punctuality.
- Adhere to the procedures in place within school to promote good attendance.
- Promote the link between attendance and educational attainment to students and parents.
- Complete attendance registers at the start of each lesson and report any anomalies to reception.
- Raise any concerns about attendance to the relevant Achievement Co-ordinator.

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it regularly.
- Agree targets for attendance for Christ the King Catholic High School.
- Where attendance targets are not being met or when the governors believe there is cause for concern, they should instigate a review of the attendance procedures.
- Authorise the Headteacher (or other designated person) to make decisions regarding leave of absence requests.
- Liaise with the Headteacher in establishing reasonable and consistent criteria against which leave of absence will be considered.

Schools are bound by a range of attendance legislation and guidance; please see appendix for further details.

2.3 Lancashire County Council

Children Missing Education (CME)

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered students at a school and are not receiving suitable education otherwise than at a school.

Types of absence

Every half-day absence from school is classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required from parents/carers. As a school, we will always work with parents/carers, and other agencies if appropriate, to understand the reasons underlying absence.

3.1 Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school times, emergencies or other unavoidable causes.

3.2 Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable. If a student continues to have unauthorised absences, we will follow the school procedures and may request legal intervention from the School Attendance Legal Team. Examples of unauthorised absences are:

- Parents/carers keeping children off school to look after younger children,
- To translate for a family member,
- Days off for shopping,
- Celebrating a birthday,
- Taking a full day off for a medical appointment unnecessarily,
- Day trips and holidays in term time which have not been agreed by the Headteacher,
- Days that exceed the amount of leave agreed by the Headteacher.

It is the Headteacher's responsibility to determine if an absence is authorised or unauthorised. If there is any ambiguity relating to an absence, school may request further evidence from parents/carers before an absence is authorised. This may be in the form of a prescription, appointment card or letter.

3.3 Persistent Absence (PA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorised or unauthorised. At Christ the King, all absence is monitored thoroughly, therefore any student whose attendance indicates they are likely to reach the PA threshold is closely tracked and monitored and the school attendance procedures are followed.

3.4 Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a student out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the Headteacher before any bookings are made.

Leave of absence in term time **will not** be granted unless:

- A request for leave has been made in advance by a parent/carer with whom the student normally resides (using the form available on the school website or from the school office), and
- The Headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

Due to the need to evidence exceptional circumstances, parents/carers may be asked to provide school with any relevant information regarding the request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing if the requested leave, e.g. when a student is just starting school or during an assessment period.
- A student's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the student may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice. In certain circumstances, as outlined in regulation, parents/carers risk losing their child's place on the school role if leave is taken and the criteria governing removal from roll are met.

3.5 Religious absence

School will authorise one day of absence per religious festival and this will be marked as code R on the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents may request additional leave in advance and this can only be authorised if the Headteacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

3.6 Participation in sporting events

Parents/carers can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the Headteacher's discretion and he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs, eg the sports club or association providing an approved education tutor.

Leave for a sporting activity that has been approved by the school and is being supervised by someone authorised by the school can be marked on the register as code P.

Permission for a student to leave early or arrive late in order to attend coaching/training sessions is also at the Headteacher's discretion and is unlikely to be approved if it would occur regularly.

3.7 Participation in performances

Parents/carers of a student performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a student can take part in a performance. Before a licence is granted, school should be consulted and the Headteacher must be satisfied that the leave will not have a negative effect on the student's education.

Where the licence specifies the dates that the student is to be away from school, the Headteacher will authorise those days. However, if the licence does not specify the dates, it is at the Headteacher's discretion to authorise the leave request.

Any absence authorised for the student to take part in a performance will be recorded as code C. Parents/carers wishing to apply for a performance licence should go to Lancashire County Council Child performance licences webpage.

4 Registration

4.1 Attendance registration and late arrival

Morning registration starts at 8:40am, House Tutors will complete the register in the first few minutes of registration. Students who arrive after the registration late bell (8:43am) will be marked with code L. This is marked as late but present for the morning session. Students

who arrive after the register has closed at 9:30am and without a valid reason for being late (such as attending a medical appointment) will be marked as code U which is classed as an unauthorised absence but indicates that the student was present for part of the session.

4.2 Punctuality

Poor punctuality is not acceptable. If a student misses registration they can miss vital information for the day. Students arriving late can also disrupt lessons and interrupt the learning of others.

If a student is late to school or lesson twice in a week they will complete a 30 minute after school detention, if they are late more than twice they will be placed on a 50 minute after school detention for each of the remaining days of the week.

5 School attendance procedures

Flowcharts detailing attendance procedures can be found in the appendix of this policy and can be downloaded from the school website.

5.1 First day of absence

If a student is absent and school have not been contacted, a message will be sent by Groupcall Xpressions on the first day of absence to find out what the reason is and when the student is likely to return. If we are unable to make contact we may telephone emergency contacts or complete a home visit.

5.2 Attendance concerns

Parents/carers are expected to contact school at an early stage and should work with school to resolve any attendance issues together. If concerns persist school will use the procedures in the flowchart (see page 10)

5.3 Students with medical needs who have difficulty attending school

Government guidance on supporting students at school with medical conditions (see appendix/SEND Policy and Medical Conditions Policy) emphasises the role of the governing body in ensuring that students with medical conditions are able to fully access education in the same way as other students. A key element of this responsibility is reducing the amount of time missed by these students, whether their condition is short or long term.

School will work with parents/carers and other relevant professionals to minimise absence for reasons of ill health. This may in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment. When education is to be provided at an alternative location, this should always be done via the use of a direction (see section 6).

When a student has been absent from school for an extended period, the Headteacher, SENCO and other support services will work with the family to ensure that a smooth reintegration is achieved.

5.4 Students refusing to attend school

At Christ the King, we believe that every child has a right to a full-time education, and we will not accept "school refusal" as a reason for non-attendance. In such cases, we will work with parents/carers to identify the reasons why a student may be reluctant to attend school. We may make referrals to external agencies such as Children and Family Wellbeing Service and CAMHs to try to ensure the correct support is secured for the student and their family.

5.5 Use of penalty notices

In accordance with the Lancashire code of conduct, we may request the local authority issue penalty notices for unauthorised absences. This includes:

- Leave of absence which is taken without prior request being made.

- Leave after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absences that meets the required threshold, including sessions marked as late after the register has closed (code U).

The code of conduct for penalty notices, including information and FAQs for parents, can be found on the Lancashire County Council education penalty notice webpage.

6 Alternative provision and use of direction

There is a range of circumstances when students might be required to access educational provision at a venue other than their mainstream setting. The main reasons are:

- Students who have been excluded, either for a fixed period of more than 5 days or permanently.
- Students unable to access provision at their mainstream setting for medical reasons.
- Students required to attend another venue for the purpose of improving behaviour, either on a temporary basis or with a view to making a permanent move to the alternative provision.

When a student is required to attend the alternative provision for the purposes of improving behaviour, the governors of the mainstream setting must issue a written direction or notice informing all parents/carers of the alternative provision which the student is required to attend. Where a student is required to attend an alternative provision for other reasons, the issuing of a written direction is considered best practice.

7 Notifications school must submit to the Local Authority

7.1 Admissions

School must notify the local authority within five days of adding a student's name to the admission register and must provide the local authority with all the information held within the admission register about the student. This duty does not apply to students who are added to the admission register at the start of Year 7.

7.2 Leavers

School must notify the local authority when a student's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the student's name is removed from the register.

Where a school notifies a local authority that a student's name is to be deleted from the admission register, the school will provide the local authority with the required information as laid out in regulation.

7.3 Children Missing Education (CME)

If a student has stopped attending and their location is unknown, school must make reasonable enquiries to establish the whereabouts of the student jointly with the local authority, before deleting the student's name from the register. In these cases, school will undertake a home visit prior to a referral being made to the local authority Children Missing Education team.

Each week a year to date % attendance report is printed for students under 91%.

For students who haven't been under 91% before

A letter will be sent to parents/carers to advise attendance is now being monitored. (Letter A)

Attendance is monitored for a 4 week period

If no improvement is made a further letter is sent to parents/carers to inform them that future absences will be unauthorised without appropriate evidence. (Letter 4)

If YTD % attendance improves no further action is taken at this point.

Any student who is already being monitored for having historic poor attendance/punctuality will receive a letter after the 1st month of the new academic year to inform of our cause for concern. (LETTER 1, 2 OR 3)

Attendance is monitored for a 4 week period

If YTD % attendance declines again, a letter will be sent to parents/carers to invite them to attend a meeting in school. (LETTER 5)

If YTD % attendance improves no further action is taken at this point.

Parents/Carers didn't attend the meeting Letter 6 is sent to rearrange the meeting

Parents/Carers attend the meeting a parenting contract will be issued

Attendance is continued to be monitored

If sufficient improvement isn't made a home visit will be undertaken.

If YTD % attendance improves no further action is taken at this point.

If no improvement is made a Penalty Notice (PN2) or a Prosecution Determination Report (PDR) will be completed and submitted to the School Attendance Legal Team





LETTER A

- To use for any new students who appear on the weekly “under 91%” attendance report

DATE

Dear Parent/Carer of <NAME>

STUDENT NAME’s attendance is becoming a cause for concern and it is now very important that we work together to improve the situation. It is currently at __%.

We will be monitoring HIS / HER attendance over a 4 week period and hope that it improves. We would appreciate your support in this matter.

If you wish to discuss this matter further, or feel that you may need some support, please contact Mrs Roxburgh on 01772 252072.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Pastoral Care



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HEADTEACHER - Mr D Callagher BA (Hons), NPQH



LETTER 1

- To use when persistently late for school

DATE

Dear Parent/Carer of <NAME>

<NAME>'s punctuality is becoming a cause for concern and it is now very important that we see a significant improvement in his attendance.

Registration is a very important part of the day, therefore each time <HE/SHE> is late, <NAME> is missing vital information which is passed on from <HIS/HER> House Tutor. We will be continuing to monitor <HIS/HER> punctuality and hope that it improves. We would really appreciate your support in this matter. I have enclosed a copy of <NAME>'s registration certificate for this year, which is currently at <INSERT>%.

If you wish to discuss this matter further, or feel that you may need some support, please contact Mrs Roxburgh on 01772 252072.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Pastoral Care



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HEADTEACHER - Mr D Callagher BA (Hons), NPQH



LETTER 2

- To use when there has been a poor start in relation to attendance in a new academic year following a poor previous academic year

DATE

Dear Parent/Carer of <NAME>

<NAME>'s attendance is becoming a cause for concern and it is now very important that we work together to improve this situation.

<NAME> finished <HIS/HER> last academic year on <INSERT>% with <INSERT NUMBER> absences and a further <INSERT> days on which <HE/SHE> arrived late for school.

We will be monitoring <HIS/HER> attendance and hope to see an improvement. We would really appreciate your support in this matter. I have enclosed a copy of <NAME>'s registration certificate for this year, which is currently at <INSERT>%.

If you wish to discuss this matter further, or feel that you may need some support, please contact Mrs Roxburgh on 01772 252072.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Patoral Care



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HEADTEACHER - Mr D Callagher BA (Hons), NPQH



LETTER 3

- To use when there has been a poor start to attendance in a new academic year when attendance was not a problem last year.

DATE

Dear Parent/Carer of <NAME>

<NAME>'s attendance has become a cause for concern and it is now very important that we see an improvement in <HIS/HER> attendance.

We will be monitoring <HER/HIS> attendance and hope that it improves. We would appreciate your support in this matter. I have enclosed a copy of <NAMES>'s registration certificate for this year, which is currently at <PERCENTAGE>%.

If you wish to discuss this matter further, or feel that you may need some support, please contact Mrs Roxburgh on 01772 252072.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Pastoral Care



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HEADTEACHER - Mr D Callagher BA (Hons), NPQH



LETTER 4

- To use when attendance continues to be a cause for concern and no future absences will be authorised without evidence

DATE

Dear Parent/Carer of <NAME>

I am writing in relation to our Attendance Policy as <NAME>'s attendance continues to be a cause for concern.

I am aware that <NAME> is absent today and <HIS/HER> current attendance stands at _____%.

I would like to inform you that unless you provide some form of supporting evidence, any future absences will be registered as unauthorised. This may be a letter from the professional involved, an appointment card, medication label, prescriptions, etc.

We have a duty of care towards <NAME> and failure to improve <HIS/HER> attendance may result in notifying the Local Authority and a penalty notice being issued.

Section 444 of the Education Act 1996 states:

“If a child of compulsory school age, who is a registered pupil at school fails to attend regularly at the school, <HIS/HER> parent is guilty of an offence”.

If you wish to discuss this matter further, or feel that you may need some support, please contact Mrs Roxburgh on 01772 252072

Yours sincerely

Mrs C Cartwright

Assistant Headteacher – Pastoral Care



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LETTER 5

- Has already had letter 4 and warned that no future absences will be authorised without evidence but attendance continues to be a cause for concern. This letter escalates to remind parents of Section 444 and warns of penalty notice. Meeting in school arranged.

DATE

Dear Parent/Carer of <NAME>

I am writing in relation to our Attendance Policy as <NAME> attendance is continuing to be a cause for concern. <HIS/HER> current attendance stands at <PERCENTAGE>%.

As mentioned in my last letter, I would like to remind you that unless you provide some form of supporting evidence, any absences will be registered as unauthorised. This may be a letter from the professional involved, appointment card, medication label, prescriptions, etc.

We would like to arrange a meeting to discuss the matter. We hope that by working together we can help <NAME> to get the most from <HIS/HER> education and prepare <HIM/HER> for the future.

A meeting has been arranged in school for <DAY DATE AND TIME>.

Could you please contact school if you are unable to attend on this day and an alternative date will be arranged.

We have a duty of care towards <NAME> and failure to attend a meeting, will result in notifying the Local Authority and a penalty notice may be issued.

Section 444 of the Education Act 1996 states:

“If a child of compulsory school age, who is a registered pupil at school fails to attend regularly at the school, <HIS/HER> parent is guilty of an offence”.

Yours sincerely

Mrs C Cartwright

Assistant Headteacher – Pastoral Care



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LETTER 6

- Has had letter 5. Parents did not attend the meeting which was arranged and did not call to rearrange.

DATE

Dear Parent/Carer of <NAME>

I am writing as you did not attend your meeting at Christ the King Catholic High School on <INSERT DATE ARRANGED FOR> at <TIME>. <NAME> attendance remains a significant cause for concern and all of <HIS / HER> absences are currently marked unauthorised without evidence.

As previously mentioned, we have a duty of care towards <NAME> and failure of improved attendance and/or improved punctuality will result in notifying the Local Authority.

SECTION 444 OF THE EDUCATION ACT 1996 STATES:

“If a child of compulsory school age, who is a registered pupil at school fails to attend regularly at the school, <HIS/HER> parent is guilty of an offence”.

If this letter is ignored, we will have no alternative but to refer the situation to Children’s Integrated Services and the Local Authority which could result in a penalty notice being issued which is currently £60.00 per parent.

Please contact school to arrange a meeting or to discuss this matter further, or feel that you may need some support, please contact Mrs Roxburgh on 01772 252072.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Pastoral Care

For your information a copy of this letter may be sent to:
Court Officer (South)



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LETTER 7

- Had letters 5 and the meeting was attended or 6 and DNA meeting. Attendance is not improving. A home visit was then arranged with no one at home.

DATE

Dear Parent/Carer of <NAME>

I am disappointed that you were not available when we came to visit your home address on <DATE> to discuss our ongoing concerns with <STUDENTS NAME> attendance.

I would like to remind you again, we do have a duty of care towards <STUDENT NAME> and failure of improved attendance and punctuality will result in notifying the Local Authority.

SECTION 444 OF THE EDUCATION ACT 1996 STATES:

“If a child of compulsory school age, who is a registered pupil at school fails to attend regularly at the school, <HIS/HER> parent is guilty of an offence”.

Please contact me urgently on 01772 252072 to arrange a convenient time for us to meet.

As you are aware all current absences are marked as unauthorised without medical evidence.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Pastoral Care



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LETTER 8

- Has had all letters; evidence needed for absences, 2 x attempts at meetings in school, home visit carried out, penalty notice warning issued. Attendance continues to deteriorate.

DATE

Dear Parent/Carer of <NAME>

We are once again writing to express our concerns regarding <NAME>'s attendance.

You failed to attend a meeting in school which was previously arranged for the <DATE> and our letter dated <DATE> requesting that you to contact school urgently was ignored.

We visited your home address on the <DATE> and you have made no attempt to contact school.

**It is my duty to remind you that Section 444 of the Education Act 1996 states:
"If a child of compulsory school age, who is a registered pupil at school fails to attend regularly at the school, <HIS/HER> parent is guilty of an offence".**

As all attempts to discuss and resolve the situation have been ignored, we now have no alternative but to refer the situation to Children's Integrated Services and the Local Authority which could result in a penalty notice being issued which is currently £60.00 per parent.

Yours sincerely

Mrs C Cartwright
Assistant Headteacher – Pastoral Care



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HEADTEACHER - Mr D Callagher BA (Hons), NPQH

School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this policy but is not exhaustive.

Parents and carers

Government expectations

The Department for Education's School attendance guidance states that the government expects:

- *Parents to inform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.*
- *All students to be punctual to their lessons.*

Duty to ensure children receive education

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable

- (a) to their age, ability and aptitude, and*
- (b) to any special education needs they may have, either by regular attendance at school or otherwise.*

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered student at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- *the child was absent with leave granted by the school,*
- *the child was prevented from attending by reason of sickness or any unavoidable cause,*
- *absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs,*
- *that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the student to become registered at an alternative nearer school.*

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child ceases to be of compulsory school age on the last Friday in June in the academic year in which they reach the age of 16 or if they reach 16 after the last Friday in June but before the start of the next academic year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care for the child. Section 576 of the Education Act 1996 states:

Meaning of "parent"

- (1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person*
 - a. Who is not a parent but has parental responsibility*
 - b. Who has care of the child or young person.*

Thus the definition of “parent” means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools

Attendance and absence registration codes

School attendance: Guidance for maintained schools, academies, independent schools and local authorities, DfE, regularly updated

This guidance also states that the government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence,
- Ensure every student has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence.

Data protection

Schools must ensure that personal data is handled with the Data Protection Act 2018. See our Privacy Notice for information on how personal data will be used.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when students join or leave school

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

Duty for maintained schools to publish attendance data

What maintained schools must publish online, DfE guidance

Duty for schools to report attendance concerns about individual students to the local authority

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

Duty for schools to report attendance data to Government

Section 537A of the Education Act 1996 and

Complete the school census, DfE guidance for schools and local authorities on what data government requires.

Duty for schools to safeguard and promote welfare of children

Keeping children safe in education; statutory guidance for schools and colleges, DfE regularly updated.

Leave in term time

September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006

Legal interventions

Parents/carers commit an offence if a student who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following Acts, Guidance and Regulations

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) Regulations 2007

- The Education (Penalty Notices) (England) (Amendments) Regulations 2013
- School attendance parental responsibility measures 2015

Students with health needs who cannot attend school

Supporting pupils at school with medical conditions: Statutory guidance, DfE 2015

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removing from roll

Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006

Regulations regarding the school day and number of sessions

The Education (School Day and School Year) (England) Regulations 1999