



# **Attendance and Punctuality Policy**

## **2023-24**

## Introduction

Corpus Christi is continually striving to improve the way we do things, attendance and punctuality are vitally important to the outcome of the children's learning. To this end we have written this policy to clearly state the schools position on matter and how we aim to achieve high levels in both areas.

At Corpus Christi, attendance and punctuality are a very high priority. We want motivated enthusiastic learners who get to school on time, ready to learn and who thus establish good habits for lifelong learning, in line with the schools values and ethos.

Parents and carers have a legal responsibility to make sure that children come to school regularly and on time. The school has a legal duty to mark the register and record the attendance of every child on its roll and to specifically code which children are absent or late and why. There is now a statutory requirement that schools publish statistics about their attendance rates.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

## Definitions

At Corpus Christi we define absence in two ways, authorised and unauthorised.

### What are authorised absences?

Authorised absences involve children having time out of school for approved reasons, for example: illness, urgent medical appointments or visits to new schools. The school will need an explanation from parents or guardians (a note, telephone call or message in person) if we are to authorise the child's absence. This is then recorded in the absence diary and transferred to SIMS later.

Every effort should be made to arrange routine dentists and GP appointments outside school hours. However, it is understood that specialist hospital or clinic appointments may have to be made during school hours.

### Exceptional authorised leave

Parents who wish to take their children out of school for any other reason during school time are asked to make this request to the Headteacher, by completing the Leave of Absence Form, supporting information may be submitted in writing and attached to the form. It is important to make the request in good time before the period of requested leave; it is not acceptable to tell the school afterwards, as this will be treated as unauthorised.

The Headteacher will respond quickly by phone, letter, e mail or in person.

Each request for exceptional leave will be considered as a separate case and the Headteacher's decision is final, and we will take into account the following criteria, as contained in the DCSF Circular 10/99:

- The reason for the leave and why it could not be taken in school holidays;
- The number of days requested;
- Previous requests for leave during term-time; only **one** extended period of leave will be granted during the child's time at Corpus Christi.
- The child's attendance and punctuality record (broadly speaking we would expect a pattern of attendance consistently around 95% + and under 5 lates);
- The age of the child;
- The time of year proposed for the trip; Authorisations will not be given in the period leading to tests in years 2 & 6.
- The child's stage of education, any additional needs they may have, their current attainment and level of progress and any impact the leave will have on their learning.

There is no entitlement to holiday in term-time. We strongly discourage missing school for this reason. Children miss out on crucial work and friendships and may lose their sense of engagement and involvement with school life. We do however accept that holidays do very occasionally have to be taken in term-time due to parents' work restrictions or exceptional opportunities. Any such request for holiday is considered as above. Requests to the Headteacher should be made before the holiday is booked (in case the request for absence is not authorised).

**What are unauthorised absences? The Legal Definition of unauthorised absence is Truancy.**

Unauthorised absences involves children having time out of school without explanation, or where the reason for absence is one that the school cannot authorise, for example: shopping, birthdays, baby-sitting for younger children, too tired, late night due to birthday, not realising term had started or because other members of the family are ill. If the Headteacher does not authorise a holiday or exceptional leave in term time, and either is still taken, or more than the allowed 10 days are taken, this is always classified as unauthorised.

---

## Application for Leave of Absence

---

Please note that there is no automatic right for pupils to be granted authorised leave of absence. Corpus Christi Catholic Primary School considers every request for leave in relation to the individual pupil's attendance and any previous leave of absence granted.

***Regular attendance is an important factor in your child's performance at school. Please think carefully before deciding to request leave of absence.***

Name of  
Pupil:

Date of Birth:

Class:

Address:

Leave requested from  
Dates

to

Reason for term time absence request

Name of Parent/Carer:

Signature:

Date:

This is an example of the number of lessons your child will miss. Remember these will not be repeated.

**1 days absence = 5 lessons missed**  
**3 days absence = 15 lessons missed**  
**1 weeks absence = 25 lessons missed**  
**2 weeks absence = 50 lessons missed**

The school does not have to agree to leave of absence during term time, although we have the right to do so. If we agree, it is important that your child comes back to school on the agreed date. If a pupil fails to return on the agreed date and the school is not informed of the reason we may remove your child's name from the school roll. Please do not to ask for absence when your child is preparing for exams and important tests, as it will not be agreed. We can advise you of these dates.

---

### For School Use:

Attendance %

Previous Absence Leave requested :

Yes/No

No. of days

Arrange to meet with parent/carers

Yes/No

Request authorised

Yes/No

---

**Headteacher**

## Did you know..?

Children spend only 190 days out of 365 in school.

Children who lose time from school do not do as well as they could.

**There is never a good time to take children away from their lessons especially:**

- ❖ When children have important tests and coursework to complete for example Years 2, 6, 9, 10, or 11.  
When they move from Key Stage 1 to Key Stage 2.
- ❖ When they move from Primary to Senior School (Year 6 to Year 7) (Key Stages 3 to 4).

**It is not true**

- ❖ That they catch up. Research shows that by missing lessons, pupils soon fall behind. Lessons they miss are **not** repeated at a later date.
- ❖ That you automatically have 10 days extra school holiday each year. Schools are quite within their rights to refuse to authorise applications.
- ❖ That for younger children, lost schooling does not matter. It is just the opposite!

## **Every School Day Counts - Always**

- ❖ Check school holiday dates and discuss with your child's school any holiday plans or visits which do not coincide with these dates.

## **Please put your child's education First**

- ❖ Parents/carers who take their children out of school during term time without the Head Teacher's authorisation beyond an agreed date:
  - risk losing their child's place at the school
  - risk being taken to court or being given a fixed penalty fine if their child's attendance is generally poor
  - risk their child's future
  - risk their child feeling left behind or left out.

***Stop and think what it will cost your child***  
**Every lesson counts!**