



Love ~ Respect ~ Shine

Attendance at CHEADLE CATHOLIC INFANT SCHOOL

INFORMATION FOR PARENTS AND CARERS

At Cheadle Catholic Infant School we take our responsibility to provide your child with a good education very seriously. In order to do this, we need your child in school every day and on time.

Good attendance and punctuality are an essential part of your child's success at Cheadle Catholic Infant School. Pupils who regularly miss school or arrive late will fall behind in lessons and may not achieve their full potential.

If your child is going to be absent you must contact the school office or your child's teacher on the first day of absence and then every day until they are back in school.

Tel: 0161 4858733

If no contact is received the absence may be marked as unauthorised and a home visit may be made if absence becomes persistent.

The school day is divided into two sessions. If your child is unable to attend the a.m. session but is well enough/able to attend the p.m. session it is expected that every effort is made to do so to receive a p.m. attendance mark.

Attendance = Progress = Success

Medical and Illness Absence

It is expected that medical/ dental appointments be made outside of the school day. If this is not possible your child must attend school before and after the appointment.

An appointment card or letter is required to authorise these absences.

If your child is absent due to illness, and they have accrued 3% or more absence, medical evidence may be requested for all absences. If this is not received the absence will be marked as unauthorised.

Medical evidence includes a prescription, medical appointment card/ letter or note from your GP.

Attendance

If your child does not attend school regularly they may:

- Struggle to keep up with school work.
- Miss a vital part of a block of work, making it harder to keep up in subsequent lessons.
- Miss out on the social side of school life.
- Find it harder to make and keep friendships - a vital part of growing up.
- Not make the progress they are capable of.

Leave of Absence

Permission for a leave of absence will only be given in exceptional circumstances and at the discretion of the Headteacher.

Please make the request in writing at least 4 weeks in advance of the leave of absence. We may contact you to discuss this further and will respond in writing.

If you continue to take the leave without permission or you do not make a request a referral may be made to the Local Authority to issue an Education Penalty Notice (EPN) or instigate a prosecution.

Leave of absence will not be authorised unless there are exceptional circumstance. These do not include weddings/holidays.

Unauthorised Absence

Unauthorised absence places you at risk of receiving an Education Penalty Notice.

It is a parent's legal responsibility to ensure their child's regular attendance at school. Permitting absence from school without a good reason is an offence and may result in prosecution.

Attendance

Every day counts as 2 sessions, a morning session and an afternoon session.

Absence	Number of Days missed over a year	Number of Sessions missed over a year	Number of Weeks missed over a year
5%	9 Days	18 Sessions	2 Weeks
10%	19 Days	38 Sessions	4 Weeks
15%	29 Days	58 Sessions	6 Weeks
20%	38 Days	76 Sessions	8 Weeks

Punctuality: Every minute counts!

School starts at 8:55 and so children should be in school by this point. Doors will be open at 8:50am.

For the safeguarding of all children in our schools the perimeter gates and classroom doors need to be locked promptly. Any child arriving after **9.05am** will have to be signed into school via the office.

Registers will be taken between **8.55am and 9am**. If a child arrives after 9am they will be marked present but arriving late.

The registers will close at 9.20am – pupils arriving after this time will be marked as an unauthorised absence for the morning session. Arriving late by just a few minutes each day can have a big impact on achievement. It also causes disruption for your child, the teacher and the other children in the class.

If your child is late for just 5 minutes each day this would equate to 3 days missed over a year.

