

What can you do to help your child's attendance?

Only grant days at home for genuine illness. If you're in doubt, bring your child to school; we can always call you if we feel your child needs to go home due to illness. And remember, we are happy to administer medication, just come to the school office to fill in a form.

No parents are allowed to take children on holiday during term time. Please make medical appointments outside of school time. When this can't be avoided, make sure that your child is returned to school as soon as possible after an appointment.

Talk regularly to your child about school and how they feel about it. They are more likely to attend school if they feel supported and their anxieties are listened to. If this raises any issues that need to be addressed in school, come and talk to us.

How we can help your child's attendance?

We can administer medication (such as antibiotics) throughout the day as long as we have your permission.

We can arrange a meeting with the Class teacher or Head teacher to find solutions to situations that may be causing poor attendance.



Corpus Christi Catholic Primary

At Corpus Christi Catholic Primary School we aim for all children to have 100% attendance

It is every parents legal responsibility to ensure their child attends school regularly.

What the School Attendance Team (SAT) will do:

- The school will request that the SAT send you a warning letter that a Fixed Penalty Notice may be issued to each parent if your child's attendance does not improve within the next 30 school days.
- We will do this if your child has had at least 5 days of unauthorised absence.
- We will request a Fixed Penalty Notice if you take unauthorised holiday during term time. A warning will not be given in this case.

Attendance Information

We all want our children to have a bright future. Attending school every day means that they are more likely to get the results that they want and achieve now and in the future.

Parents should contact the school as early as possible via the ARBOR app, phone 02392 661818 or email sjack@corpuschristi.portsmouth.sch.uk to let us know why your child is absent.

Please note that your child's absence will remain unauthorised until such a time that contact has been made and a suitable reason has been provided. Only the Head of School or Executive Head Teacher can authorise absence.

If the school does not hear from you, we will make contact by telephone to ascertain why your child is absent. We will phone you twice on the day and send a text. If we do not receive a response, we may also visit your home address.

Medical appointments evidence must be given to the front office if children are attending during the school day. Appointment cards, texts or emails may also be provided as evidence.

If we have a concern over the levels of your child's attendance, you will be invited into the school to discuss this with the Attendance Officer (Miss Jack) and Head teacher (Miss Clark) Medical evidence for illness' will need to be provided if attendance becomes a concern.

If you need support or guidance with attendance, we are here to help.

If attendance continues to be a concern legal action may be taken, through the School Attendance Team at the Local Authority.

Parent checklist

- **Please contact the school as soon as possible on first day of absence**

App:



Telephone:

02392 661818

Email:

sjack@corpuschristicp.school



- **Keep the school informed of any changes to your address or telephone numbers.**
- **Do not allow your child to miss any days off school unnecessarily – birthdays, holidays, shopping trips.**
- **Always attend meetings arranged for you at school.**
- **Talk to the Attendance Officer, Miss Jack if you have any concerns about your child's attendance.**

ONLY PRESCRIBED Medication can be given at school with parent/guardians completing a medical consent form



Poor attendance can lead to...

- **Falling behind with learning**
- **Less chance of a successful career or good job opportunities**
- **Loneliness**
- **Fewer friends**
- **Unsettled and unhappy children**



Leave of Absence

The Head of School or Executive Head Teacher can only authorise requests for leave of absence for exceptional circumstances.

Holidays are not permitted during term time and may result in a Fixed Penalty Notice (fine) from the School Attendance Team.

