

If you have not called in by 9:30am to let us know your child will be absent you will receive a text message requesting you contact the school as soon as possible.

What should I do if my child has a medical appointment?

Please let the school office know as soon as possible. If you have an appointment letter or card please bring this to the school office as we will need to take a copy of this for your child's records.

Can I take my child on holiday during school term time?

Holidays are not permitted during term time, however, in exceptional circumstances and at the Headteacher's discretion permission can be granted.

If you need to take your child out of school during term time you must obtain a Leave of Absence form from the school office before you plan to take your child out of school and return this form one week before the planned absence. This will then be assessed by Mrs Bullerwell and the leave of absence will be either granted (giving your child an authorised holiday absence mark on the register) or not granted (meaning should you take your child out of school they will be given an unauthorised holiday mark on the register). All leave of absence forms are recorded in your child's school record.

What impact does being absent have on my child?

Missing school, regardless of the amount of time missed, means your child is missing important curriculum time which they can sometimes struggle to catch up with and

they are missing out on time with their friends. Whilst sometimes this cannot be helped due to genuine illness, it is important to ensure that time off school is kept to an absolute minimum.

What will happen if my child is off school without prior permission from the Headteacher?

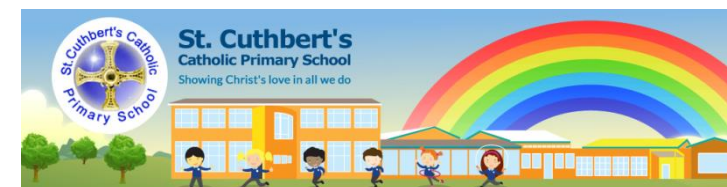
All attendance is recorded by the school office and reviewed weekly. Any unauthorised absences are reported to the Headteacher. In extreme cases of poor attendance or numerous unauthorised absences, a referral may be made to the Local Authority.

Please be aware that the Local Authority can take action against you if your children do not attend school regularly and the absences are not authorised by school. For further information about this please go to <https://www.newcastle.gov.uk/education-and-learning/problems-school/attendance/school-attendance-and-law>

School staff are here to help. If there is a problem affecting your child's attendance, please let us know so we can support you and your child and ensure a consistent level of attendance.

For further information please contact the school office on 0191 286 0129 or visit our website www.stcuthbertsk.newcastle.sch.uk

St Cuthbert's Catholic Primary School,
Balmain Road, Kenton, Newcastle Upon Tyne



Good School Attendance Guide for Parents

Regular school attendance is vital for your child's education and their social skills.

This leaflet provides important information about attendance and absence from school for parents.

Good school attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child.

Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school, but also helps them to keep and sustain friendships and enjoy the school environment.



As a parent you can keep your child's level of absence down by sending them into school every day and arriving on time. In our school the register is closed at **9:00am**; arriving after this time will mean your child will be given an unauthorised absence mark which affects their overall attendance.

Examples of Authorised Absences

Medical Appointment

- Genuine sickness
- Holiday (with permission granted by Headteacher)
- Weather related closure of school decided by Headteacher

Examples of Unauthorised Absence

- Arriving at school after register closes (9:01am)
- Sickness of a parent or other family member
- Problems with transport

Attendance Percentage

Your child's attendance is recorded twice every day, and a percentage is calculated to ensure regular attendance is being maintained. We understand that sometimes children are ill and that not all medical appointments can be done outside of school hours. This is taken into account when setting a benchmark for acceptable levels of attendance. We use a traffic light system to monitor your child's attendance. If your child's attendance drops below 96%, we may arrange a meeting with you to discuss ways in which we can support you and your child with attendance.



It is important we are aware of the reason why your child is absent from school; all information is confidentially recorded for safeguarding reasons. If you feel unable to discuss with the office staff, a senior member of staff will be happy to speak to you.

To ensure your child attends school regularly we ask that you:

- Only keep your child off school if you believe they are genuinely too ill to attend.
- Make all medical appointments out of school hours; if this is not possible, ensure that your child is only absent for the duration of the appointment and attends school either before or after the appointment. This is particularly important when pupils receive regular dental treatments. Parents should inform school of all appointments via the school office.
- Take holidays only during the official school holidays.
- Ensure that your child is punctual to school each morning.
- Ensure that if the absence is unavoidable, your child makes every effort to catch up the work missed.

Frequently asked Questions

What should I do if my child is too ill to attend school?

If your child is too ill to attend school, please ring the school office as soon as possible. If you call before 8:30am, you can leave a message stating your child's name, class and reason for absence. The school telephone number is **0191 286 0129**. If your child is off for more than one day, you must still ring for every day of absence to keep us up to date with any changes.