

Christ Church C.E. School  
Attendance and Punctuality Policy  
December 2025



**Christ Church C of E Primary School  
Regents Park  
NW1 4BD**

*'For we are all God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do'.*

**Ephesians 2:10**

## Vision and Values



Date: December 2025

FGB Approved: 3/12/25

Review date: December 2026

**The Christian faith is at the heart of our school community.**

**At Christ Church we all care, learn and work together for God and others.**

**'For we are all God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do'. Ephesians 2:10**

**Our Christian Values are**

**Creation, Community, Endurance, Thankfulness, Reconciliation, Wisdom**

The distinctive nature of our approach to education can be found in our explicit Christian values, our collective worship, our grounded Christian ethos, our carefully crafted curriculum and in our Religious Education.

We aim to provide ambitious learning opportunities, promoting achievement in every area and nurturing social, emotional and spiritual well-being.

We actively promote the children's cultural capital (defined as the acquisition of skills and knowledge which an individual can draw on to give them an advantage in life). We will introduce them to strong role models who will impart their knowledge and wisdom to help the children engender an appreciation of human creativity and achievement and to become responsible local and global citizens.

Character and resilience are the qualities we promote within our children, developing the inner resources that we call on to help us in life. We instil these qualities in our children to make sure that they are ready to make their way in the world as robust, confident and inquisitive individuals.

We know that confidence, knowledge and skills will help them to become compassionate and well-balanced young people. We want them to take their place in society as active citizens, economically independent, exemplifying the British values of equality, mutual respect, democracy, individual liberty and rule of law.

We use our six Christian values, Creation, Wisdom, Thankfulness, Community Endurance and Reconciliation, to reinforce and enrich our teaching wherever applicable.

- **Creation**  
For every house is built by someone, but God is the builder of everything. Hebrews 3:4
- **Wisdom**  
For the LORD gives wisdom; from his mouth come knowledge and understanding. Proverbs 2:6
- **Thankfulness**  
Give thanks to the LORD, for he is good; his love endures forever. 1 Chronicles 16:34
- **Community**  
My command is this: Love each other as I have loved you. John 15:12
- **Endurance**

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Galatians 6:9

- **Reconciliation**

Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. Colossians 3:13

Our vision is inclusive and seeks to promote the whole child thrive within our Christ Church family. Each member of our Christ church family; children, parents and staff are valued as God's creation. We believe in full inclusion and acceptance of all and that this allows every individual to flourish.

## **ATTENDANCE POLICY**

Christ Church School wants to ensure that all pupils receive a full-time education to maximise opportunities, attainment, well-being, and wider life chances for everybody to realise their potential. We aim for an environment, which enables and encourages all members of the school community to strive for excellence and enjoyment in education. For our children to gain the greatest benefit from their education it is vital that they attend regularly and punctually.

At Christ Church School our objectives are to develop an ethos which demonstrates to children, parents/carers, and the wider community the importance of good attendance and punctuality.

Regular and punctual attendance is essential for effective learning and children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. This is important to your child's achievement, wellbeing, and their wider development. There is a renewed national focus on maximising pupils' time in the classroom, as evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level result.

Some pupils find it harder than others to attend school the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. If you have any concerns about your child's attendance, please speak to us. The key contacts are at the end of this document and on our school website.

The school is aware that pupils below the age of 5 are below statutory school age, however while attending Christ Church, we aim to promote good practice and attendance in all year groups to help prepare all children for the next stage of their education. Additionally, the Early Years Foundation Stage is a key aspect of a child's education- therefore high levels of attendance are crucial to enable later success in education.

### **Attendance target**

Christ Church School intends to maintain its high levels of attendance each year. Our current target for '25-'26 is 96%.

The school has set a target to improve attendance and your child has an important part to play in meeting these targets.

Minimum attendance targets for the school and for classes are displayed in the school and you should take time to study them.

We will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this because we know that good attendance is the key to successful schooling, and we believe our pupils can be amongst the best in the country.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our Home - School bulletin and we ask for your full support.

### **Term dates**

School term dates are published in advance and can be found on the school website.

Whilst every effort is made for common term dates across the council, there are times that term dates may differ if you have children attending more than one school. Please check the term dates on each school website and do not assume each school will have the same term dates.

They are also available from the school office and will be regularly highlighted in the school newsletter.

Staff training days (inset days) are included in the term dates schedule. Parents or carers will receive written notice of any changes in term dates. Those changes would also be published in the calendar on the weekly school newsletter.

Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."

### **Why regular attendance is important:**

#### **1. Learning**

We know from experience and from studies that regular absence and poor punctuality can have a detrimental effect on a child's learning. When a pupil is absent or arrives late it disrupts teaching routines so may affect the learning not only of that pupil but also that of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in a penalty notice or prosecution.

#### **2. Safeguarding and access to support services**

At Christ Church school, we believe every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to

providing a caring, friendly, and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompass:

Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, awareness of Female Genital Mutilation (FGM) and Child Sexual Exploitation (CSE).

More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

To allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.

It is also important for parents to let school know of any specific vulnerability in relation to their child or home circumstances. If you are uncertain about what would be considered a vulnerability, please speak with the Head of School or the SENCO.

Other people you can contact about attendance issues are:

- Your child's class teacher
- Other school staff

These members of staff can be contacted through the School Office: 0207 387 7881 or [admin@cchurchnw1.camden.sch.uk](mailto:admin@cchurchnw1.camden.sch.uk)

We will seek advice on attendance concerns from the Attendance and Children Out of School team in Camden Council and where appropriate we will seek consent to refer to other support services that can help support pupils and their families to improve attendance.

### **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, and all members of school staff.

**To help us all to focus on this we will:**

- Provide parents / carers with details on attendance in the school newsletter.
- Report to parents at least half-termly on how their child is performing in school, what their

attendance and punctuality rate is and how this relates to their attainment and progress.

- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates, and outings/events. There may be factors in some pupil's lives that may mean they do not achieve 100% attendance but good or improve attendance should also be celebrated.
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school.

### **The importance of good attendance and punctuality for young people**

Children receive guidance from teachers on an individual, class and school level about the importance of good attendance and punctuality. If a child has concerns about their attendance or punctuality, they are encouraged to speak to their class teacher.

Children are encouraged to walk and cycle to school and to get to school on time before the bell goes.

Children are encouraged to go to bed at an appropriate time so that they are not tired the next day. They are encouraged to prepare for the school day on the night before as much as possible, so they are not rushed in the mornings.

There are incentive schemes in place to promote good attendance and punctuality amongst the children.

School to endeavour that the school council is consulted with on an ongoing basis to help promote and develop initiatives to improve school attendance and punctuality.

### **The Law relating to attendance and safeguarding.**

Section 7 of the Education Act 1996 states that:

*the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable:*

*(a) to age, ability, and aptitude and*

*(b) to any special educational needs, he/ she may have either at school or otherwise*

Compulsory School Age: A child is compulsory school age from the beginning of the next term after their 5<sup>th</sup> birthday until the last Friday of June in the academic year of their 16<sup>th</sup> birthday.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

This policy is written in relation to the following acts of Parliament and guidance relating to attendance:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- We will also take account of all new legislation and initiatives.
- [Working together to improve school attendance.](#)

## **Types of Absence**

Every half-day absence from school must be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why, information about the cause of any absence is always required, preferably in writing.

### **Authorised Absence**

An authorised absence is where the school has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- Illness, medical appointments - appointments should always be made outside school times where possible. An appointment at any point during the school day should not result in a whole day's absence from school. Parents will be asked to provide appointment letters showing that this took place.
- Unavoidable cause (which is expected to be an emergency and unavoidable)
- Days of religious observance
- Traveller child travelling for the purposes of parents' employment.

### **Unauthorised Absences**

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school.

This includes:

- Parents / Carers keeping children off school to assist with translation.
- Absences which have never been properly explained
- Children who arrive at school too late to get a late mark – See lateness section.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time.

If an absence is recorded as unauthorised the school may refer this to the Local Authority's The Attendance and Children Out of School team. The Local Authority can use various sanctions to promote regular attendance such as issuing a penalty notice fine or initiate court proceedings. (Further information below)

Whilst any child may be off school because they are ill, it can sometimes be that they are reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers, and the child wherever possible. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse. Please talk to us if you are concerned about your child's attendance.

Absence is closely monitored by the school. Special attention will be taken to absences at the end and start of the term to check the circumstances in these cases. These absences will not be authorised.

### **Persistent and Severely Absent pupils (PA and SA)**

A pupil is a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason.

A pupil is "severely absent" if they miss 50% or more of their sessions across the school year for whatever reason.

Absence at both these levels is causing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, is given priority and you will be informed of this immediately.

PA and SA pupils are tracked and monitored carefully through our pastoral support system, and we also combine this with academic mentoring where absence affects attainment.

All pupil attendance which falls below 90% will not be authorised unless there is medical evidence to support this.

All our PA and SA pupils and their parents/carers are subject to an Action Plan and the plan may include allocation of additional support through a Mentor, individual incentive programmes and participation in group activities around raising attendance.

If your child has or is at risk of reaching the threshold for Persistent Absence or Severely Absent you will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescription, appointment cards, medicine packaging, hospital letter or a screen-print from the My GP app. Where we have concerns about your child's health, we may ask you to talk to the school nurse or for permission to contact their GP or other medical professionals for advice.

We will use our attendance data to identify patterns of poor attendance at both individual and for different groups within the school population. Once concerns have been identified we will work together with pupils, parents, and other services where appropriate to resolve the issue, understand and remove any barriers to attendance and work to resolve them before they become a more serious issue.

## **Absence Procedures**

### **If your child is absent, you must:**

- Notify the school by phone before 9:00am on the day of absence.
- Parents must contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that the child is safe.
- If a child is unwell for four consecutive days, medical evidence should be sought in order to authorise the absence.

### **If your child is absent, we will:**

- Telephone or text you on the first day of absence if we have not heard from you. If contact cannot be made by 11am. We will invoke our safeguarding procedures of completing the following:
  - o Calling all named contacts on the school system
  - o Completing a home visit with members of the senior leadership team
  - o Possibly contacting the police or children's services, should there be a welfare concern.
- Where we have been unable to make contact with the main contact on the first day of absence, we will continue to make contact with all of contacts listed, as per our safeguarding procedures. We may also carry out a welfare home visit or request a police welfare visit to the family home.
- Inform parents every half term if their child's attendance is below 96% and offer support on how to improve this
- Invite you in to discuss the situation with a member of the Senior Leadership Team.
- Refer the matter to the Early Help Team if attendance falls below 90%

## **Roles and Responsibilities:**

### **The School Attendance Officer (SAO)**

- Monitoring and analysing attendance data
- Ensure attendance data is accurate and up to date.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Collaborating with school staff to tackle persistent absence and to follow up absences.
- Advising the headteacher when to issue fixed penalty notices.

Is aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.

Parents are expected to contact school at an early stage and to work with the staff.  
Ensure Cover staff may need a “what we do” for attendance crib sheet.

### **The role of Governors**

There is a School Governor with responsibility for monitoring attendance and who is responsible for school attendance policies and issues. It is their role to be aware of general attendance issues and along with the whole Governing Board inform and oversee school attendance performance initiatives.

Reports and statistics and initiatives to improve school attendance will be shared and consulted on with the Governing Board and documented in Governor’s meeting minutes (made available to all parents) and the Governors Annual Report.

- Recognise the importance of school attendance and promote it across the school’s ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.
- Hold the headteacher to account for the implementation of this policy.
- Attending Targeted Support Meeting where appropriate.

### **The Headteacher’s Role**

The Headteacher will consider every request for leave on its individual merits. Ultimately the Headteacher will be the final arbiter of the authorisation of any leave.

The Headteacher oversees the collection and reporting of attendance data and the publication of statistics and reports on attendance to parents, pupils, governors and to Camden Council. Data used to target attendance improvement efforts to the pupils or pupil cohort who need it most. Data will also inform the annual review of school’s attendance policy and practice. An attendance audit is carried out and reported each year. This is available to the local authority and the Department of Education (DfE)

Attend Targeted Support Meeting where appropriate.

### **The role of the attendance lead / senior leaders**

The attendance lead will work with the headteacher to devise a working attendance policy, reviewed at regular intervals, and based on school attendance data.

They will monitor weekly attendance patterns and trends and identify whole school strategies and support for children who are missed school. Evaluate effectiveness of interventions and their impact on attendance levels.

Is aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.

Ensure Cover staff may need a “what we do” for attendance crib sheet.

Consult with the Attendance and Children Out of School team / other services as appropriate.

Attend Targeted Support Meeting where appropriate.

Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

### **The role of teachers**

All class teachers / tutors have a responsibility in keeping an attendance register. This is a legal document and must be completed accurately. It is a legal requirement that the attendance register must be marked at the beginning of each morning and afternoon session. Absences are coded according to the information received from the parent of the child.

Morning register should be completed by 9:05am

Afternoon register should be completed by 1:15pm

Where it is not possible to access the attendance management system manual registers should be returned to the attendance officer / school office by the above times.

Cover staff may need a “what we do” for attendance crib sheet.

The class teacher monitors the register daily and is encouraged to highlight any emerging patterns of absence and lateness or any alarming changes in this area.

Class teachers encourage patterns of punctuality and good attendance by praising those children who came to school each day and arrive on time.

The class teacher reports any concerns about a child’s attendance or punctuality to the School Attendance lead and the Headteacher This can sometimes then be referred to the LA if a Penalty Notice or legal action is being sought.

Ensure that information about absences is passed on to the appropriate person.

Welcome back pupils after an absence using positive language.

### **Parents’ Responsibilities**

Parents are expected to:

Make sure their child attends school every day on time

Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence), and advise when they are expected to return

Provide the school with more than 1 emergency contact number for their child

Ensure that, where possible, appointments for their child are made outside of the school day

Seek support, where necessary, for maintaining good attendance, by contacting a senior member of school staff, who can be contacted via the school office.

### **Legal sanctions and actions**

The school will make every attempt to contact the parent or carer by telephone and in writing. In the first instance we would invite them to discuss the problem unless the absence relates to leave in term time without permission. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education. A referral may be made to the LA under the following circumstances based on the national framework for penalty notices:

- A single consistent national threshold for when a penalty notice must be considered of ten sessions (usually equivalent to five school days) of unauthorised absence within a rolling ten school week period, may span different terms or school years This will include unauthorised absence for lateness Code U.
- A term time holiday taken without permission would count towards the ten sessions.
- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the third (or subsequent) offence(s) other legal prosecution will be considered.

Penalty notices are issues to each parent or carer for each of their children for example two parents with three children would receive a total of six penalty notices, one parent with two children will receive a total of two penalty notices.

From September 2024 each penalty notice is £80 if paid in the first 21 days, from days 22 to 28 the fine doubles to £160 for each penalty notice.

For the second offence issued to the same parent for the same child within a rolling 3-year period being charged at a higher rate of £160 for days 1 – 28, with no option for this second offence to be discharged at the lower rate of £80.

The Attendance and Children Out of School team has asked us to point out that it is not possible to pay these fines by instalments or lower the cost when they have increased, or to simply fine one parent.

Payment can be made online and instructions on how to pay are included on the penalty notice letter. Any problems with paying online should be discussed as early as possible with the The Attendance and Children Out of School team by ringing 020 7974 1007.

If a penalty notice is not paid or the Attendance and Children Out of School team feels that that the level of absence warrants court action, the local authority will arrange for a court hearing. There are a range of sentencing options available to the magistrate including the maximum penalty of a fine of up to £2500 per parent for each offence as well as the possibility of up to three months in prison.

### **What happens after a long absence?**

The school is sensitive to the needs and circumstances of pupils returning after significant periods of absence and will support the smooth reintegration of pupils both academically and socially. In such circumstances the school will work with parents, carers and pupil towards an agreed reintegration plan which may include opportunities for counselling and feedback, peer support and mentoring, along with an agreed review period.

### **Lateness**

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information / instructions and news for the day. Late arriving pupils can also disrupt lessons, and this can be embarrassing for the child. This can encourage absence.

### **Registration timetable:**

8.50 – 9.00: School gates are open and classes are open to all year groups. This soft start enables children to settle in and begin a soft start activity.

9.00 – 9.05: Registration time. The registers close at 9.05am.

9.00: The playground gate is locked. Children must use the main entrance into school after this time.

Children arriving in class at this time are marked late. Some children may arrive in class after the register has been taken, but have not been to the office. The class teacher will ask them to go to the office to make sure they have been registered.

Late children are added to the registers by administrative staff.

9.30 onwards: Registers are officially 'closed' and any children arriving after this time are marked as an unauthorized absence for the morning session.

10.00 onwards: Parents who have not contacted the school will be phoned or emailed about the reason for their child's absence.

### **Procedures**

Registers are legal documents and must be completed accurately and clearly.

- Registers are taken at the start of the day and at the start of the afternoon session by the class teacher (or member of staff covering the class). The registers are inputted into the school's electronic management system
- The time of arrival should be recorded for children arriving late
- In accordance with the Regulations, if your child arrives after that time, they will receive a late mark that shows them to be on site, but this will not count as a present mark and means that they will have an unauthorised absence.
- At 9.30 the registers will be closed
- All reasons for absence should be entered in the register using the codes provided.
- If the problem persists this may mean that you could face the possibility of a penalty notice. If your child has a persistent late record, you will receive a letter and be asked to meet with a

member of the senior leadership team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school.

The school day ends at 3:30 pm. Where parents continually fail to make arrangements to pick up their children at the end of the school day the school may have to consider referring the matter to Social Services, Early Help and/or Camden's Multi-Agency Safeguarding Hub (MASH). It is a parent's responsibility to ensure that s/he collects their children from school on time every day.

### **Exceptional Leave in Term Time**

**Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."**

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable. There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any monetary savings you may make by taking a holiday in school time are offset by the cost to your child's education.

All applications for a leave of absence must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. The Headteacher will be the final arbiter as to the authorisation of any leave.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Your child's school place may also be at risk. Previous good attendance or your child's education ability are not considered when the school make the decision. If you have siblings at other schools, you must seek permission from all the schools, and it is possible that one school may grant it, and another may not.

If exceptional leave is agreed, you will receive a letter from the school. If you do not get a letter **DO NOT**, assume that permission has been granted. Only the headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

### **Children Missing from Education**

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

### **Help & Support**

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

### Summary

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

### **The people responsible for attendance matters in this school are:**

Executive Headteacher: Lee Duffy

Head of School: Amy Stroud

Governor: Gill Green

Attendance lead: Tracy Butcher

### Absence escalation day-table

Absence	Action	Outcome
Day 1	If no response or reason received: first day contact – telephone call / text / email. (Remember to ask for expected return date and for regular updates if absence more than one day).	Parent provides acceptable reason – authorised absence (AA). Reason provided is unacceptable - unauthorised absence (UA) Unable to contact family – check if child is identified as vulnerable –refer to Attendance / Safeguarding Lead, consider home visit
Day 2	Repeat above – if no contact, then consider trying emergency contacts	If contact made – as above school decide if absence should be AA or UA. If no contact made refer to Attendance Lead & check with support staff / school friends, consider home visit.
Day 3	If no response at days 1 & 2. Carry out home visit.  If parents have responded but absence is UA issue school warning letter	Home visit – if no response leave note – if appropriate check with neighbours (mindful of data protection). Parents provide evidence for absence then AA if don't UA
Day 4	If no contact from family or emergency contacts	Unable to contact family – check if child is identified as vulnerable –refer to Attendance / Safeguarding Lead, consider home visit
Day 5	If no contact from family or reason provided is unacceptable -issue school warning letter or issue notice to improve	Penalty Notice Warning to be considered.
Day 7	If no contact – home visit  If contact but absence UA	No contact a) leave notes b) speak to neighbours c) checks with local authority. If continued UA refer to senior school staff– The Attendance and Children Out of School team for Penalty Notice Fine
Day 10	Continuous absence – no reason provided	Notify Local Authority ACOS and continue to implement procedures to address absence

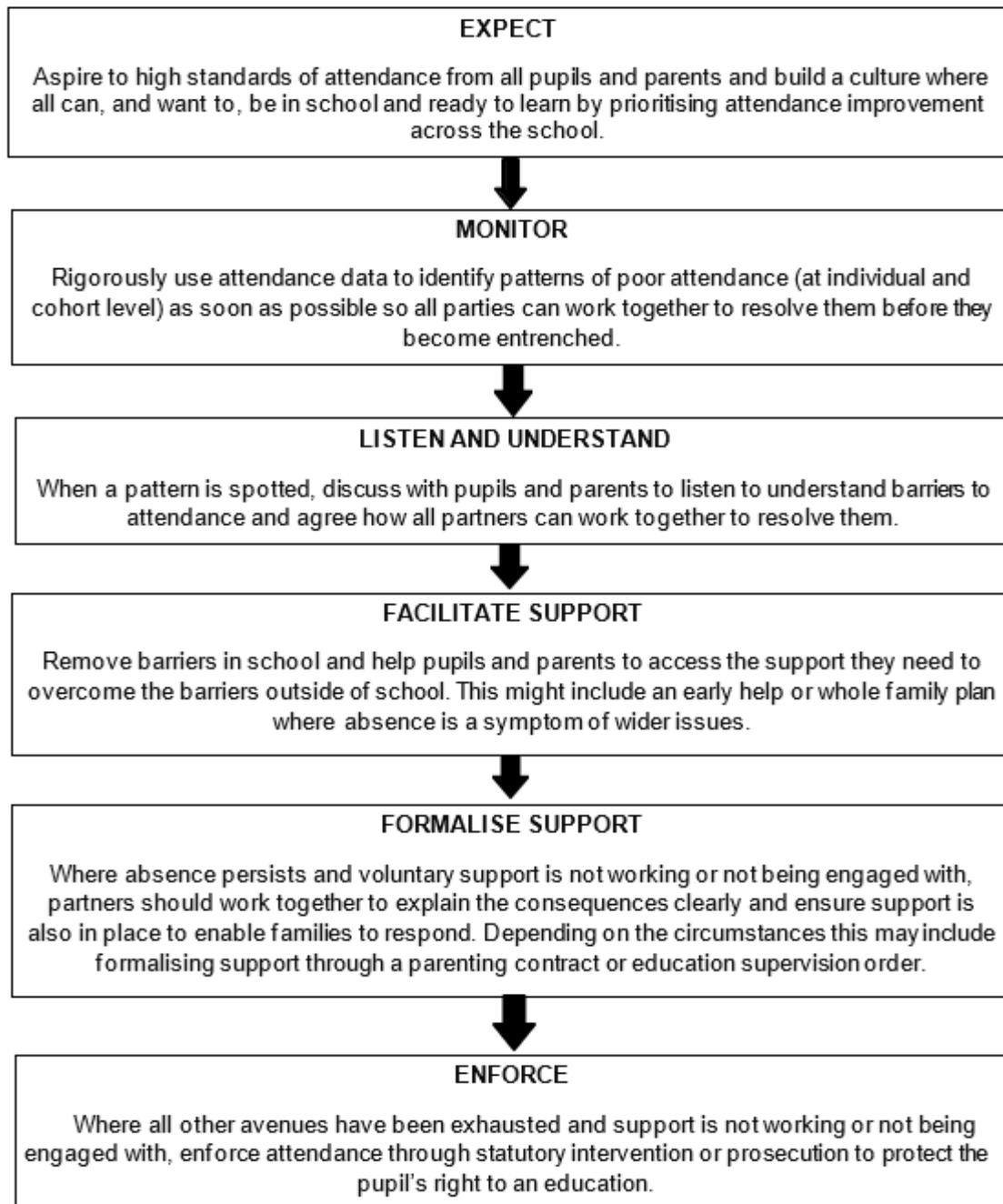
### Absence escalation percentage table

Percentage	Responsibility	Action
94% - 96%	School Action: Attendance Lead / Attendance Officer	Review attendance – consider is absence authorised (is it one period of absence of several individual days - look for patterns) If authorised may decide to monitor. If unauthorised – write to parents advising them of attendance level and of concerns / expectations and possible next actions.
91% - 94%	School Action	Review attendance – consider if authorised – is evidence being provided. If unauthorised, has it reached the threshold for Penalty Notice Warning. Is a home visit / school attendance panel appropriate?
90% or below	School Action + ACOS / other agencies where appropriate.	Review attendance – consider if absence is authorised – review reason and pattern. If child has a medical condition is a referral to Medical Needs Service appropriate. If they are subject to CP plan or other safeguarding concerns raised, then discuss with Designated Safeguarding Lead / allocated Social Worker. If low attendance is authorised due to exclusions have all inclusion options been considered (primary may seek advice from the re-integration service. Home visits should be made to ensure vital information is not missed. Consider absences using Emotional Based School Avoidance guidance.
		At less than 90% attendance a child is a Persistent Absentee and absence requires further investigation and possible statutory intervention depending on reason for absence. Long term illness should have been referred to Medical Needs Team; exclusions to School Inclusion Service.
50% or below	School Action + ACOS / other agencies where appropriate.	At less than 50% attendance a child is a Severely Absent and absence requires urgent further investigation and possible statutory intervention depending on reason for absence. Long term illness should have been referred to Medical Needs Team; exclusions to School Inclusion Team.

Schools must notify the Local Authority of children who are absent for 10 consecutive days without authorisation. Email [acos@camden.gov.uk](mailto:acos@camden.gov.uk)

## Summary or Attendance policy:

The school and all partners will work together to:



## Condensed version for parents

### Attendance Policy Summary (Please see our full policy)

CHRIST CHURCH School aims to provide a conducive environment for education

- Regular attendance is crucial for effective learning, student achievement, well-being, and development. High attendance correlates with better academic outcomes.
- Our attendance target is 100% for all pupils.

### Safeguarding and Support Services:

- Attendance is integral to safeguarding children.
- Emergency contact information must be kept up-to-date to prevent loss of school place.

### Absence Procedures:

- Absences are classified as authorised or unauthorised.
- Schools will closely monitor any pupil with below 90% or 50% attendance.
- Parents must inform the school of absences promptly.
- Unexplained absences prompt communication from the school.
- Procedures are in place to address persistent lateness.

### Exceptional Leave in Term Time:

- School term dates are published in advance on the school website
- Requests for leave during term time are discouraged.
- Unauthorised leave may result in penalties.

### Legal Sanctions

- Legal interventions including penalty notices may be pursued for unauthorised absences.

### Help & Support:

- The school collaborates with students and parents to address attendance barriers. Parents are encouraged to seek help from the school for attendance issues. We may work with other agencies to offer support to improve attendance.
- Regular updates on attendance targets and progress are provided.

I

- attendance targets and progress are provided.

## REQUEST FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

This form needs to be submitted at least 2 weeks prior to the proposed leave. Please complete this application form and return it to the school office. **PLEASE USE CAPITAL LETTERS TO FILL THIS FORM IN**

Name of child		Date of birth		Year	
Full name of parent/guardian					
Address of child					
Postcode	Telephone number				
Reason for request					
Departure date	From (date)		To (date)		Total school days missed
Would your child miss any national examinations or tests?					Yes/No
Is his/her attendance over 96% for the past 12 months					Yes/No
Has he/she had leave during term time during the last 12 months? (if so, please give dates, reasons, and numbers of school days leave)					Yes/No
If your child is being taken out of school during time term and the details of their location are not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from education, the school has a duty to keep them safe and this includes knowing where they are.					
Address whilst away:					
Telephone number whilst away:			Email address whilst away:		
I certify that the information provided in this form is accurate.					
Signed:					
Date:					