

CHRIST CHURCH C OF E PRIMARY



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Attendance expectations

The expectation for all children at Christ Church is that they are in school every day and are ready to learn. Arriving late to school can result in children feeling embarrassed, confused and missing out on key learning. If your child arrives just 10 minutes late to school every day this can add up to the equivalent of a whole week of school time missed. Missing school will affect your child's learning and will lead to gaps in their education. Arriving on time and coming to school every day instils good habits for now and in the future and helps children to form secure friendships.

Morning routine at Christ Church:

The Morning routine for school begins with ready to learn; classrooms are open from 8.45am with all children expected to be in school by 8.55am when registration begins. The school gates and registers close at 9.00am. Any families who arrive after this point will need to report to reception and sign in their child, reporting the reason for being late. Children who are arriving late due to medical/ dental appointments will need to bring a valid appointment letter/ card.

Late marks will be given to children who arrive to school late without a valid reason. Families who continue to be persistently late may be asked to attend school for a meeting with a member of the attendance team to offer support and discuss the reasons for recurring lateness to school. Families who are unable to resolve these ongoing issues after discussion may receive a Local authority education penalty notice.

End of the day routine at Christ Church:

Children are expected to be collected promptly from school at 3.30pm. If you are going to be late for whatever reason please contact the school office by phone to inform the school, so that a message can be given to your child's class teacher. We want to make sure children are safe and don't worry about their families not arriving.

Holidays at Christ Church:

Holidays are expected to be taken during the school holidays. The school is not able to authorise any holidays which are taken during term time. Parents/ carers have a duty of care to notify the school if you are taking a holiday during term time. You will need to complete an Application for Leave form. Forms are reviewed and logged by the Headteacher and then sent to the local authority. Families may receive

Education penalty notices if they decide to take children on holiday during term time as all children are expected to be in school so they do not miss learning and maintain positive attendance habits.

Medical appointments at Christ Church:

We encourage medical appointments to be made outside of school time, however we understand that this is not always possible. If you do have a medical appointment during the school day we will need to see a appointment letter/ card to confirm this. Children are expected to either attend school before appointments or return back to school after appointments. We can not authorise for siblings to miss school due to medical appointments when the appointment is not for them.

Extra-curricular activities at Christ Church:

Whilst we encourage and support our children taking part in extra-curricular activities outside of school, we are limited in what we are able to authorise by their child's club requesting approval from the Headteacher for these activities to take place. These need to be arranged whenever possible so that they are not affecting your child's education. This means children should not be arriving late to school, be collected early from school or miss a day away from the classroom because of their out of school activities as it impacts upon their learning.

In summary:

Please help us by working together to improve your child's attendance to impact on their confidence, wellbeing and chances to succeed in the future!

“Together we can do all things through Christ who strengthens us”

Attendance Ladder



