



Romero
Catholic Academy Trust



All Saints'
Roman Catholic High School,
A Voluntary Academy

Headteacher:
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Wednesday 27th September 2023

Dear Parent/Carer,

I am writing this letter to you to inform you about the school's updated Attendance Policy. As a school, we will be implementing our new policy in regards to all matters of attendance, absence and punctuality. All schools are required to follow strict Government guidelines to ensure students attend school regularly and this policy provides a clear outline of our absence procedures.

School attendance is inexplicably linked to your child's attainment. To help your child fulfil their potential, please ensure they attend school regularly and on time. The school gates close each morning at **8.30am**. Registration closes at **8.45am**.

To report an absence in accordance with the attendance policy, contact with school should be made no later than **8am**. Please contact us before **8.30am** if your child will be late. It is important to maintain **daily contact** with school if your child will be absent for more than one day.

If your child needs to leave school during the day for any reason, a note is required. This must be authorised by the form tutor and the attendance office.

Every half-day absence from school has to be classified **by the school** as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

What Constitutes Unauthorised Absence?

- Truancy for the whole day, part of the day or individual lessons
- Absence which is condoned by the family without a valid reason
- Unexplained absence
- Any holiday absence or extended leave taken during term time from the school (this incurs a **Fixed Penalty Notice**)
- Continued persistent late arrival to school after other sanctions have been implemented
- Medical appointments are only permitted for half a day

It is important to

- Contact school early where problems with attendance are emerging
- Support the school in intervention and action plans, including attendance meetings as required
- **Not book a holiday** during term time. We cannot authorise leave of absence unless there are exceptional circumstances. Exceptional circumstances include: death in the family, attachment to armed forces and critical illness



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Where an unauthorised or unexplained absence has been recorded, the Attendance Officer will contact parents via e-mail informing them that this has happened. Further unauthorised or unexplained absence could result in the issuing of a Fixed Penalty Notice.

Punctuality & Lateness

Being on time for school and for lessons is an important signal that shows a student is ready and willing to engage in their learning. Being 15 minutes late each day is the same as missing two weeks of school during an academic year

We will be strictly enforcing the following consequences for lateness.

- Late to school after registration has closed without valid reasons - **15-minute lunch time detention**. Failure to attend break time detention will result in a **30-minute after school detention** on the same night.
- Late 8 times in one half-term after the register closes - **Attendance Officer requests a meeting with parents in school**.

We understand that Covid-19 has hugely disrupted school life and we are working hard to counteract the consequences of this. It is important to re-establish the routine of attending school regularly and punctually and we can achieve this with the full support of the attendance team, school staff, parents and children. You can find the full Attendance Policy on the school website.

Mrs Doody, the Attendance Officer is available each day if you have any concerns or queries about your child's attendance and punctuality. If you know in advance your child will be absent from school, or you would like to discuss any aspect of this letter then please do not hesitate to contact us on 01706 213693, extension 245 or email s.doody@allsaintshigh.lancs.sch.uk

Yours sincerely,

Mr D Swarbrick
Deputy Headteacher