



**Cheadle Catholic Junior School**

*"Following in the footsteps of Jesus"*

## **Attendance at Cheadle Catholic Junior School**

### **INFORMATION FOR PARENTS AND CARERS**

At Cheadle Catholic Junior School we take our responsibility to provide your child with a good education very seriously. In order to do this, we need your child in school every day and on time.

Good attendance and punctuality are an essential part of your child's success. Pupils who regularly miss school or arrive late will fall behind in lessons and may not achieve their full potential.

If your child is going to be absent you must contact the school office by 8:45am on the first day of absence and then every day until they are back in school.

**Tel: 0161 485 3754**

[absence@cheadle-jun.stockport.sch.uk](mailto:absence@cheadle-jun.stockport.sch.uk)

It is expected that medical/ dental appointments be made outside of the school day where possible. If this is not possible your child must attend school before and after the appointment.

Confirmation of the appointment, an appointment card or letter is required to authorise these absences.

**Attendance = Progress = Success**

## The Legal Position

Schools are only allowed to authorise leave of absence from school if they are satisfied that there are exceptional circumstances. It is therefore extremely unlikely that permission for pupils for leave of absence for holidays will be granted. Schools may also require evidence to be provided before agreeing to authorise any exceptional leave of absence.

## Education Penalty Notices

Parents should be aware that if holidays or other leave of absence are taken during term time without permission they can be issued with Education Penalty Notices by the Local Authority.

Education Penalty Notices (EPNs) are fixed penalty fines issued by Stockport Council. As a result of changes in law, new rules apply to EPNs issued for instances of unauthorised leave of absence (such as for holidays) taking place after the start of the autumn term in September 2024. These are as follows:

- FOR THE FIRST FINE, THE AMOUNT OF THE FINE IS £80 PER PARENT PER CHILD IF PAID WITHIN 21 DAYS, OR £160 IF PAID WITHIN 28 DAYS.
- IF A SECOND FINE IS ISSUED TO THE SAME PARENT FOR A FURTHER OFFENCE INVOLVING THE SAME CHILD WITHIN THREE YEARS OF THE FIRST FINE, IT WILL BE FOR £160 PER PARENT PER CHILD.
- THIRD AND SUBSEQUENT OFFENCES - NO FURTHER FINES CAN THEN BE ISSUED IF TWO HAVE ALREADY BEEN ISSUED TO THE SAME PARENT FOR THE SAME CHILD WITHIN THE PREVIOUS THREE YEARS (STARTING WITH THE DATE OF THE FIRST FINE); INSTEAD THE PARENT WILL BE PROSECUTED BY THE COUNCIL IN THE MAGISTRATES' COURT.

## **Attendance**

**Every day counts as 2 sessions, a morning session and an afternoon session.**

Absence	Number of Days missed over a year	Number of Sessions missed over a year	Number of Weeks missed over a year
5%	9 Days	18 Sessions	2 Weeks
10%	19 Days	38 Sessions	4 Weeks
15%	29 Days	58 Sessions	6 Weeks
20%	38 Days	76 Sessions	8 Weeks

## **Punctuality**

### **Every minute counts!**

All pupils are expected to be at school ready for the start of the day at 8:55am. Parents of pupils arriving after 9:05am must report to the office to provide a reason for their child's lateness. The pupil will be marked present but arriving late. The register will close at 9:10am – pupils arriving after this time will be marked as an unauthorised absence (U code) for the morning session.

Arriving late by just a few minutes each day can have a big impact on achievement. It also causes disruption for your child, the teacher and the other children in the class.

### **Did you know?**

**If your child is late for just 5 minutes each day this would equate to 3 days missed over a year.**