



*"Building together for a better future"*

# St. Chad's C.E. (C) Primary School

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Headteacher: Miss S.J. Clarke Bsc (Hons), PGCE, NPQH

11<sup>th</sup> January 2018

Dear Parents,

Throughout November and December 2017, the following announcement was made on our newsletter regarding our Attendance Policy- this was also available on our website.

### ***IMPORTANT- Attendance policy***

*By now, you should have all received a letter from Paul Senior, Interim Education Lead for Vulnerable Learners (Staffordshire County Council) which outlines to parents the changes to the Penalty Notice Code of Conduct which will come into effect on the 1<sup>st</sup> January 2018. In light of this letter, the governors of St Chad's will be amending our school policy this term, to reflect these changes. The new policy will be sent home before the Christmas holidays.*

We are now in a position to send this policy home, and it is also available on our school website. I would like to draw your attention to the major changes to the policy.

### ***PENALTY NOTICES will be considered appropriate if one of following criteria is met:***

- *For **unauthorised leave of absence- holidays etc***

***PENALTY NOTICES MAY BE ISSUED FOR ANY PERIOD OF LEAVE OF ABSENCE NOT AUTHORISED BY THE HEADTEACHER.***

- *For **unauthorised absence- unauthorised sickness etc***

*Penalty notices may be issued **for at least 20 sessions (10 school days) lost due to unauthorised absence during the last twelve weeks.***

- *Children arriving after the doors are locked **but before 9:05am** are marked in the register as **late (L)**. Children **arriving after 9:05am** (without an acceptable reason such as a medical appointment) will be marked as an unauthorised absence (U) for that session. When arriving late, children **MUST** always be accompanied by an adult who can sign them in.*

- *For **Persistent late arrival at school**, i.e. 8:50-9:05 (L). "Persistent" means at least 10 sessions of late arrival. These late episodes do not need to be consecutive. Children who are persistently late, cause concern- Parents will be informed and contacted by the school who in turn may contact the Education Welfare Officer.*

I would ask that all parents/ guardians read the policy carefully so that they are clear about penalty notices. This policy is in line with Staffordshire Local Authority and has been approved by our Governors Safeguarding committee.

Yours sincerely,

Miss Clarke  
Headteacher