

# St Benedict's Catholic Primary School

## Appendices

Date: September 2013



**Our School Mission Statement:**

*As unique individuals, we do our best in work and play, for the love of God and others.*

# St Benedict's Catholic Primary School First Day Contact

Pupil is marked absent from class



Administration staff (Kim/Margot) are alerted to absence by printing out the 'absence list'  
Administration staff (Kim/Margot) telephone the number provided by parent/carer



Parent/carer does not answer:  
Call is logged on SIMS.  
Administration staff (Kim/Margot) will speak to other school staff to see if reasons for absence have been given.

Parent answers and provides a reason for absence that is deemed appropriate.  
The appropriate attendance registration mark will be entered.

Parent/carer answers and provides a reason for absence that is deemed inadequate.  
Parent/carer is verbally informed that the reason for absence is not acceptable and will not be authorised.



If no reasons have been given: the Administration staff (Kim/Margot), if available, will carry out a home visit to the home if the child's attendance is under 90%. If there is no answer, a note will be left asking for the parent/carer to

Parent/carer is contacted by letter to confirm telephone conversation and the mark is recorded as unauthorised absence.



All contact will be logged on SIMS.

# St Benedict's Catholic Primary School Authorising Absence

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Absence will be authorised if the parent/carer contacts school and the reason given is considered acceptable by school.



If medical evidence is provided for 3 or more days of consecutive absence



## Medical Appointments

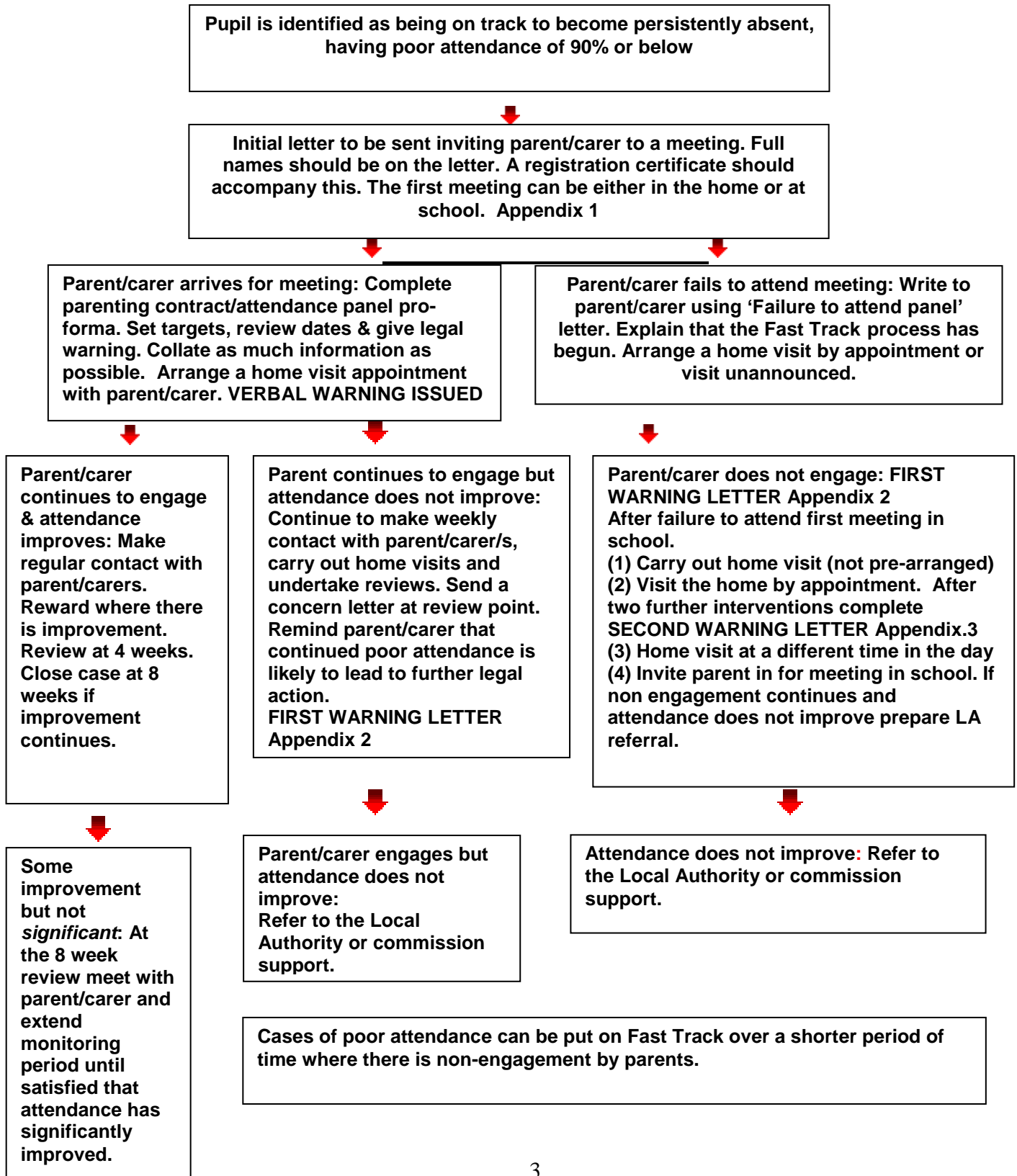
Pupils are required to attend school before or after their medical appointment. Appointments will be authorised if an appointment card is provided.



## Bereavement/Exceptional Circumstances

Bereavement/exceptional circumstances is authorised on an individual basis by the Headteacher.

# St Benedict's Catholic Primary School Fast Track



# **St Benedict's Catholic Primary School Penalty Notice Procedure**

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**Pupil is identified as having 10 sessions of unauthorised absences within 6 week period. Contact home via telephone/home visit/meeting in school to address unauthorised absences and to inform parent/carer that they will be receiving a warning letter. Appendix.2**



**Warning letter is sent to each parent/carer for each child.  
A certificate of attendance is included.**



**Attendance is monitored for 15 school days. If further UA absences are incurred, the school will apply to the Local Authority for a Penalty Notice.  
Do not authorise any absences unless medical evidence is provided.**



**If no unauthorised absences occur during first 15 days, extend period until 30 days. If further unauthorised absences occur during 30 days, complete Penalty Notice Application and submit to the Local Authority.**

# St Benedict's Catholic Primary School

## Leave of absence during term time

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Parent contacts school to ask for leave of absence during term time.



Parents are informed that they must complete a 'leave of absence' application form and return to the main office.



Upon receipt of application form, Headteacher, in conjunction with office staff, decide whether there are exceptional circumstances that warrant authorisation of leave request. Leave of absence without an application will result in unauthorised absence.



Request approved



Office staff to write to parent/carer to inform them that the leave of absence from school will be authorised.



Request denied



Clerical Assistant to write to parent/carer to inform them that the leave of absence from school will not be authorised.



Office staff to write to parent/carer to inform them that unauthorised absences can lead to a penalty notice being issued by the Local Authority.



If the parent/carer decides to take the absence, the office staff will apply for a Penalty Notice in accordance with East Cheshire Council's penalty notice protocol.

# St Benedict's Catholic Primary School Punctuality Concern

Pupil receives 2 late marks (L/U) within a 5 day period.



Parent is spoken to by class teacher to inform them that their child has been late to school twice in 5 days and their attendance will be monitored. Support and guidance to be offered.



No further late codes are incurred  
Pupil's punctuality is monitored regularly by office staff



Further unauthorised and/or late codes are incurred (L/U)  
Parent receives a letter regarding their child's late arrival at school and, where applicable, an advisory or warning letter.



Further unauthorised late and late codes are incurred. (L/U)  
Parent is invited into school for a meeting. Attendance and punctuality is monitored for a period of 15 school days, further UA will result in a Penalty Notice Application being completed (if applicable).

# St. Benedict's

## Catholic Primary School

Hall Road, Handforth, Wilmslow SK9 3AE  
Tel: 01625 520207 Fax: 01625 536012

Web site: [www.stbenedicts.cheshire.sch.uk](http://www.stbenedicts.cheshire.sch.uk)  
Email: [head@stbenedicts.cheshire.sch.uk](mailto:head@stbenedicts.cheshire.sch.uk)

Headteacher: Mrs Jane Gornell



*"Prefer absolutely nothing  
to the love of Christ"*  
Rule of St. Benedict

«date\_of\_printing»  
«addressee»  
«address\_block»

Dear «salutation»

**Pupil «forename» «surname» «year\_reg»**

I am writing to you as «forename»'s attendance/punctuality at school has become a cause for concern. Please find attached a copy of «forename»'s registration certificate which shows attendance at XX%.

We would like to discuss ways in which we could support you to improve your child's attendance and would like to invite you to a meeting on (date, time) at (venue). (names, roles) will be present.

If this time is not convenient, please call the telephone number above and we can rearrange the appointment with you.

We look forward to meeting you.

Yours sincerely

Mrs J Gornell  
Head teacher

Appendix 1



Diocese of Shrewsbury





# St. Benedict's Catholic Primary School

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Tel: 01625 520207 Fax: 01625 536012

Web site: [www.stbenedicts.cheshire.sch.uk](http://www.stbenedicts.cheshire.sch.uk)  
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Headteacher: Mrs Jane Gornell



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«address\_block»

Dear <insert parent/carer full title>,

Re: <insert Pupil name and DOB> Registered Pupil at St Benedict's Catholic Primary School

## **First Warning Letter**

I am writing to you to express the concern of St Benedict's Catholic Primary School and Cheshire East Council over the poor school attendance of your child <insert pupils name>

At the date of writing <##> has attended school on ## occasions out of a possible ## when the school was open for instruction. I have enclosed an attendance certificate for your information.

All children of compulsory school age who are registered pupils at a school must attend regularly and punctually. As a parent/carer it is your legal responsibility to ensure that your child attends St Benedict's Catholic Primary School regularly. Failure to do so could result in a penalty notice being issued or legal action being taken against you. Your child's attendance may also be referred to the Education Social Work Service.

If <insert pupil name>'s attendance does not improve to a satisfactory level, you may be prosecuted for failing to ensure your child's regular attendance, according to Section 444 Education Act 1996, which may result in a fine of up to £2500 or up to 3 months imprisonment.

Support is available if you are experiencing any difficulties causing your child to be absent. Please contact school on the main telephone number above.

I trust you will give this matter your urgent attention.

Yours sincerely,

Mrs J Gornell  
Head teacher

Appendix 2



Diocese of Shrewsbury



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Email: [head@stbenedicts.cheshire.sch.uk](mailto:head@stbenedicts.cheshire.sch.uk)

Headteacher: Mrs Jane Gornell



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«address\_block»

Dear <insert parent/carers full title>,

Re: <insert Pupil name and DOB> Registered Pupil at St Benedict's Catholic Primary School

### **Second Warning Letter**

Your child, <insert pupil name>, has not attended school regularly and school have not received an acceptable reason for the absences.

At the date of writing <##>, has attended school on ## occasions out of a possible ## when the school was open for instruction. I have enclosed an attendance certificate for your information.

Under Section 444 of the Education Act 1996, parents or carers have a legal responsibility to ensure that their children attend school regularly. I trust, therefore, that your child's attendance will improve to a satisfactory degree to ensure that no further action is taken in this matter.

If <insert pupil name>'s attendance does not improve, you may be issued with a penalty notice or prosecuted for failing to ensure your child's regular attendance according to Section 444 Education Act 1996, which may result in a fine of up to £2500 or up to 3 months imprisonment. Your child's attendance may also be referred to the Education Social Work Service.

Support is available if you are experiencing any difficulties causing your child to be absent. Please contact school on the main telephone number above.

I trust you will give this matter your urgent attention.

Yours sincerely,

Mrs J Gornell  
Head teacher

**THIS MATTER REQUIRES  
YOUR URGENT ATTENTION**

Appendix 3



Diocese of Shrewsbury



# St. Benedict's

## Catholic Primary School

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Headteacher: Mrs Jane Gornell



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<<Name of Parent/Carer>>

<<Date>>

Dear <<Parent name>>

RE: <<Pupil Name>> DOB: <<DOB>> School: <<School>>

I have reviewed your child's attendance record and am concerned to note that he/she has incurred at least five sessions (2.5 school days) of unauthorised absence in the last 100 sessions (50 school days).

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring your child attends school regularly.

Our school shares the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the Cheshire East Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

Each such Penalty Notice incurs a fine of £120, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further unauthorised absence after the date of this letter, then further action, including the issue of a penalty notice or referral to Cheshire East Council for consideration of a prosecution, may be taken.

Any such penalty notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on the above number.

Yours sincerely,

Mrs J Gornell  
Head teacher

Appendix 4



Diocese of Shrewsbury

