

SCHOOL ATTENDANCE

Here at CCSC we believe that good attendance is essential for pupils to achieve their best at school.

We work closely with parents and VIP Education to support and promote the importance of regular school attendance.

As part of our attendance strategy, we monitor and address attendance patterns using a traffic light system. The 3 different attendance zones are:-

Green Zone	96% and above
Amber Zone	90% - 95.9%
Red Zone	Below 90%

As a school, we wish to work closely with parents to help and support all pupils to move into or stay in the **GREEN ZONE**.

As these are such important targets, special awards are presented to pupils who achieve 100% attendance each term.

TRAFFIC LIGHT ZONES

Each 'Attendance Zone' represents different levels of absence.

Green Zone

Pupils in the 'Green Zone' have an attendance level of 96% or more. This recognises patterns of good to excellent school attendance and pupils that fall within this band are more likely to do well at school and achieve good results.

Amber Zone

Pupils in the 'Amber Zone' have an attendance level of between 90 to 95.9%. Pupils with this level of attendance are cause for concern and are at risk of under achieving at school.

Red Zone

All pupils in the 'Red Zone' have an attendance level of below 90%. Pupils in this zone are regularly absent from school and less likely to achieve their potential. These pupils are closely monitored by the Education Welfare Service.

ABSENCE PROCEDURE

If your child cannot come to school because of illness or family emergency you should advise the school on each morning of absence by contacting the school office on 01782 568350 before 08:30. You can also text us on 07984 395261 (accepts texts only).

Any absences where a reason is not supplied will be marked as unauthorised. In cases of continuous absence where we receive no communication from you and we have reasons to be concerned we may ask our Education Welfare Officer to carry out a home visit.

Repeated non-attendance could result in a Penalty Notice being issued by the Local Authority (see unauthorised absence information)

If your son/daughter experiences any problems with regard to attendance please contact the school as soon as possible as we may be able to help by providing appropriate support.



WHY REGULAR ATTENDANCE IS SO IMPORTANT

- ✓ To achieve your full potential.
- ✓ To learn and make new friends.
- ✓ To build confidence and self esteem.
- ✓ To develop a wide range of new skills.
- ✓ To develop social skills.
- ✓ To develop awareness of other cultures and be part of the wider community.

Give your child the best start in life..... To Be The Best They Can Be

For further information, please either contact the school office or our Education Welfare Team, VIP Education

Tel: 07803 207599

Email: info@vipeducation.co.uk

PUNCTUALITY

It is very important to attend school every day on time.

Registers are marked in the morning between 8:30 and 9:00am and an afternoon register is marked during period 10. School starts at 8:30am and all students should be in their form room in preparation for the register being taken.

Getting to school on time really matters		
If you are late for...	You would lose...	Or have missed...
5 minutes	3 days from school	16 lessons
10 minutes	5 days from school	32 lessons
15 minutes	8 days from school	48 lessons
20 minutes	11 days from school	63 lessons
30 minutes	16 days from school	95 lessons

LATES PROCEDURE

When children are late to form or lessons a late mark is issued by their teacher.

If a child accumulates 3 or more late marks in one week then they will be issued with a 30 minute detention. (This can be a combination of late to school and late to lesson marks).

Parents will receive a text message when a detention has been issued.

For repeated late arrivals parents could receive a Penalty Warning Letter or a Penalty Notice from the Local Authority.



MEDICAL APPOINTMENTS

Whilst we recognise that it is not always possible, we do encourage Parents/ Carers to book non-urgent medical and dental appointments outside of the school day or during the holidays. Where this is unavoidable, we request that evidence of the appointment is supplied to our Attendance Officer.

Your child can hand this in to the school office when they sign out for their appointment or you can hand details to our Receptionist.

Where the appointment is confirmed by email or text you can forward a copy of this onto us by emailing admin@ccsc.staffs.sch.uk

HOW PARENTS CAN HELP

- ✓ Contact the school promptly on the first morning of every absence.
- ✓ Ensure contact numbers and address details are up to date.
- ✓ Encourage your child to attend school regularly.
- ✓ Support the school in ensuring that your child arrives promptly at school every morning.
- ✓ Make every effort to arrange medical and dental appointments outside of school hours.
- ✓ Contact the school to discuss any problems or emerging issues with your child.
- ✓ Praise and reward your child's achievements at school.

REWARDING PUPILS FOR GOOD ATTENDANCE

Here at CCSC we like to reward pupils for their great attendance during the year. Here are just a few of the reward schemes we have in place:

- 2 event logs issued for completing a full week in school (25 event logs = £5.00 shopping voucher).
- Entry into the weekly Newsletter Lucky Dip where various prizes are on offer.
- Reward for 100% attendance each term, i.e. free lunch, lunchtime queue jump.
- Shopping voucher for 100% attendance for the whole year.
- Form Tutors and Heads of Year also run attendance competitions and rewards throughout the year.



HOLIDAYS

At CCSC, we are aware that there will be exceptional circumstances where leave of absence may need to be given. The Headteacher may grant special permission but this must be requested in advance and you should be prepared that some may not be authorised.

If you make the decision to take your child out of school without permission, then the absence does have to be recorded as unauthorised and a Fixed Term Penalty notice may be issued.

ABSENCE REQUEST

If you are requesting an absence due to exceptional circumstances, a covering letter will be required, although this will not guarantee authorisation.

Exceptional circumstances do not include family holidays but may include:

- Death or funeral of a close relative
- When a health professional recommends an absence from school
- Attendance at events, exams or performances related to extracurricular activities
- Religious observance

To request a holiday please [click here](#) for our holiday form.

This should be completed and returned to the school office to be processed. Please include a letter from your employer informing us of why you need to take leave during term time.

UNAUTHORISED ABSENCES

In the event that your absence request is not authorised a Fixed Penalty Notice may be issued by the Local Authority which will result in:

- A cost of £60 per Parent/ adult for each student/ child. This will require payment being made to the Local Authority within 21 days.
- The cost increases to £120 per Parent/ adult for each student/ child if payment is not received within 28 days.
- If the penalty is not paid in full by the end of the 28 day period, the Local Authority will instigate Court proceedings and the outcome of the prosecution could be up to £1,000 per parent/adult

