

Attendance and Registration Statement of Practice

- Children at Chester Blue Coat CE Primary School come into school at 8.45am. Class doors will close at 8.55am.
- Children who arrive after 8.55am should enter school via the office. Those arriving before 9.15am receive a late mark 'L' after 9.15am it becomes a 'U' mark. After the ten minute registration period all attendance is marked authorised or unauthorised as per registration coding.
- Registers are taken electronically at the school start time and are submitted to the office by pressing save immediately. In the afternoon this happens at 1.15pm.
- If your child is unwell, we expect parents or carers to contact school by phone or by emailing attendance@chesterbluecoatce.cheshire.sch.uk on the first day of illness. If we do not hear from you by 9.30am we will telephone each main contact on our database to identify the cause of the child's absence.
- We require a telephone call on each day of absence.
- If the reason for absence is not established on day 1, our Attendance Officer will send a School Spider message to the parent/carers to request they call school at their earliest convenience on that day.
- If we cannot obtain contact after 3 days a letter is emailed to the parent/carers.
- If a child has been absent for 10 consecutive, unauthorised sessions this may be referred to the Local Authority for a Penalty Notice Warning Letter. Our Attendance Officer will contact our Education Welfare Officer. A CEM2 form will be completed from the Children Missing in Education protocol.
- Registers are monitored daily by our Attendance Officer Miss Myers.
- Persistent lateness and non-attendance is strictly monitored. If a child has an attendance percentage of less than 90%, parents/carers will be sent a letter outlining this and will be invited to regular attendance meetings with the Attendance Officer, until we see an improvement.
- If persistent absence does not improve, we will issue an action plan for parents/carers. If we still do not see an improvement in absence, it can in some cases result in a fine from Cheshire West and Chester Council.
- **Family Holidays: Amendments to legislation surrounding holidays during term time state that from 1st September 2013, the law does not give any entitlement to parents/carers to take their child on holiday during term time. Parents/Carers may be fined by the LA for taking their child on holiday during term time without consent from the school.**
- Request for term time absence is always required and the form can be found on our website, or collected from the school office. A completed copy is retained in school and a copy is returned to the parent/carers.

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