



CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

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J Lancaster BEd (Hons)
Headteacher

Date as Postmark

Dear Parent/Carer

Good attendance and punctuality play a big part in a pupil being successful at school. We aim to provide the opportunity for each child to achieve their full potential and we believe that having a good attendance and punctuality record will enhance your child's future prospects. Christ the King's target is 96%+.

In 2013 the government made changes in legislation which no longer allows schools to authorise family holidays during Term Time except for Exceptional Circumstances. Leave of absence taken during a term without the authorisation of the Headteacher may be liable to receive a penalty charge notice.

The Headteacher will only grant leave of absence for exceptional circumstances and a **process** must be followed whereby a parent/carers will make a request in writing to the Headteacher prior to planning a holiday to notify him of the exceptional circumstances. If permission is not granted then a penalty charge notice may be issued to each parent/carers for each child who is absent from school. The Headteacher can only authorise 5 (five) days.

In addition, if your child is absent from school due to illness, or an absence is requested for any other reason, parents/carers may be asked to provide medical evidence. This may include a doctor's note, appointment card or a photocopy of a prescription and/or medication box/bottle (only for short periods of 3 (three) days or less; excessive periods will require written confirmation from a Consultant or G.P.) If a pupil is required to take medicine then this can be brought into school and left at Student Services with a signed permission slip. It is important that all parents/carers follow the **process** of notifying the school if their child is absent. Failure to do so will result in the absence being marked as unauthorised.

If a child accumulates 10 sessions (5 days) of unauthorised absences in one term, or 18 sessions (9 days) of unauthorised absence across two terms, the parent/carers may be issued with a **Warning Letter** to inform them that if their child accumulates any further sessions of unauthorised absences within 15 school days, they may be liable to receive a Penalty Charge Notice (1 session = 1 morning or afternoon).

The payment for a penalty is £60 within 21 days of receipt of the notice. Failure to pay within 21 days will result in the fine increasing to £120 during days 22-28 of receipt of the notice. Non-payment of the penalty may result in prosecution.

We encourage parents/carers to report an absence on a daily basis to improve attendance and punctuality.

Yours faithfully

J Lancaster
Headteacher

A Rayner
Chair of School Governors

