



CHS SOUTH ATTENDANCE TEAM



**TIME TO TALK ABOUT
ATTENDANCE**

WHY IS GOOD PUNCTUALITY SO IMPORTANT?

Arriving to school on time and attending as much as possible are essential steps to success. If late, valuable learning time is lost and this can quickly add up. Students will need to make up time that they are late. We encourage all students to be responsible for their punctuality and will closely monitor and intervene if necessary.

MINUTES LATE PER DAY DURING THE SCHOOL YEAR	EQUAL DAYS WORTH OF LEARNING LOST IN A YEAR
5 minutes	3 days
10 minutes	6 days
15 minutes	9 days
20 minutes	12 days
30 minutes	19 days



WHAT SHOULD I DO IF MY CHILD IS ILL?

Contact school by 8:15am on the first day of absence to inform us that your child will not be in school and everyday of subsequent absence.

Send your child back to school as soon as they are well enough.



WHAT IS A HOME VISIT?

If your child is absent from school, you may be visited at home by a member of the Attendance Team, regardless of whether you have notified us of their absence or not. We are legally responsible to carry out home visits.



TERM TIME LEAVE?

Please be aware that the school does not authorise leave in term time, with the exception of an exceptional circumstance. Holidays must be taken out of term time.



WHAT WILL HAPPEN IF MY CHILD DOES NOT ATTEND SCHOOL?

If your child's attendance starts to decrease, the school will intervene with supportive strategies including: parental meetings, Early Help Assessments and home visits from our Attendance Officers. We aim to be as supportive as possible, however, please be aware that if attendance does not improve we have to follow statutory guidance. This could include a fine or prosecution.



HOW LONG SHOULD I KEEP MY CHILD OFF SCHOOL?

Please refer to the link below for guidance on how many days should be taken for a particular illness, or speak to one of our Attendance Team at school.

[Children and young people settings: tools and resources - GOV.UK](https://www.gov.uk/government/collections/children-and-young-people-settings-tools-and-resources)
(www.gov.uk)



MY CHILD IS IN SCHOOL EVERYDAY, BUT THEIR PUNCTUALITY IS VERY POOR. WHAT IS THE SCHOOL'S APPROACH TO LATENESS?

Persistent lateness to school means that a child can very quickly miss out on many hours of valuable learning time. It is important for children to start the day positively, on time, feeling organised and ready.

The school day starts at 8:30am. Pupils arriving late to registration will receive an L mark in the register.

Pupils arriving after 9:30am will receive a U code, which is classed as an unauthorised absence for half a day.

Pupils arriving late to school will make up the time at the end of the day, with a punctuality detention.

Please contact the Attendance Team to discuss further. We will support however we can.

WHAT IF I NEED SUPPORT WITH MY CHILD'S ATTENDANCE?

If you're having problems getting your child to come into school, please contact the Attendance Team or your child's Head of Year. We will do everything in our power to help you to overcome any barriers to your child's education.

**For further help and information
contact the Attendance Team on
0161 241 9930 or email
attendance@chssouth.org.uk**

**Ms E Shale
Miss L McGuinness
Mrs M Ryder**



CHS South