



# **Attendance and Punctuality**

## **Parent<sup>1</sup> Guide**

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<sup>1</sup> For the purposes of this guide, 'parents' refers to all adults who have parental responsibility

# The Attendance Team at CHS

**Mrs L Darling**  
**Deputy Headteacher (Safeguarding Lead)**

Mrs Darling is one of our two Deputy Headteachers and is our Designated Safeguarding Lead.

Contact: [ldarling@congletonhigh.com](mailto:ldarling@congletonhigh.com)



**Mr J Davis**  
**Whole School Attendance Lead**

Mr Davis has responsibility for leading on all matters relating to attendance in the school.

Contact: [jdavis@congletonhigh.com](mailto:jdavis@congletonhigh.com)



**Mrs K Roach**  
**Family Support Worker**

Mrs Roach is our Family Support Worker and works with students and families who need support with attendance.

Contact: [kroach@congletonhigh.com](mailto: kroach@congletonhigh.com)



**Mrs J Williams**  
**Administration Services Team Lead**

Mrs Williams leads our Administration Services Team and is also our Attendance Officer.

Contact: [reception@congletonhigh.com](mailto:reception@congletonhigh.com)



Your child also has other members of staff who work with them on a daily basis, including:

## **Their Form Tutor**

Your child's Form Tutor is the first point of contact for any concerns regarding your child's attendance and progress.

## **Their Guidance Team Leader**

Your child's Guidance Team Leader has responsibility for the wellbeing and progress of the whole year group.

## **Learning Mentors**

Our Learning Mentors work with students in small groups or individually, supporting them with their individual needs.

# The Importance of Attendance

At Congleton High School we aim to build strong working relationships with families to ensure that every child has an equal opportunity to learn. We are passionately committed to supporting all of our students to achieve their very best.

We believe that if students are to gain the greatest benefit from their time at school, it is essential that they attend regularly. Many parents may not realise the effect that absence or lateness has on their children. Any child who misses school runs a serious risk of being left behind in their progress. Indeed, there is significant research which shows students who have an attendance rate of 90% are likely to achieve at least 1 GCSE grade lower than students with above 90% attendance.

Students should be at school, on time and ready to learn, every day the school is open, unless the reason for absence is unavoidable. All research shows that students who attend well achieve well.

It is our expectation that all students will achieve at least 98% attendance. There are a variety of reasons for students missing school. Some are unavoidable but we would ask that you support us in ensuring that your child's attendance meets both the school and the government's expectations.

Any concerns around irregular attendance, especially any concerns about possible friendship or learning challenges are best sorted out by the school, the parents and the student at an early stage. We will closely monitor your child's attendance and will contact you if we feel there is an issue. The school undertakes a wide range of interventions to support students where attendance is a concern.

We will not authorise any term time holidays.

If you wish to speak to us regarding your child's attendance, please contact your child's Form Tutor in the first instance.

We hope that the information provided in this guide will help you to ensure that your child achieves 98% or above attendance during their time at our school.

# ATTENDANCE MATTERS

**"If you're not here, you're not making progress"**

# Timing of the School Day

<b>08:40</b>	School starts - all students should be on site by this time		
<b>08:45 - 09:00</b>	Registration - all students must be in their form room by 08:45		
<b>09:00 - 10:00</b>	Period 1		
<b>10:00 - 11:00</b>	Period 2		
<b>11:00 - 11:15</b>	Break		
<b>11:20 - 12:20</b>	Period 3		
<b>Lower School</b>		<b>Upper School</b>	
<b>12:20 - 13:20</b>	Period 4	<b>12:20 - 12:55</b>	Lunch
<b>13:20 - 13:55</b>	Lunch	<b>13:00 - 14:00</b>	Period 4
<b>14:00 - 15:00</b>	Period 5		

## Toilets

There are opportunities for students to visit the toilet at regular intervals throughout the day. Please speak to your child about the importance of planning toilet visits for the available times, as students are not usually permitted to leave lessons to visit the toilet (for safeguarding reasons). If your child has a medical reason why they may need to visit the toilet more frequently, please discuss this with your child's form tutor so that support can be put into place.

# When will we contact you about your child's attendance?

At different points during the year, we may contact you regarding your child's attendance. It is important to note that any home contact will be due to one of four reasons:

1. To celebrate positive attendance/punctuality
2. To enquire about reasons for absence in order to look at support we can put into place for your child
3. To request further information regarding an absence (such as a discharge note, compliments slip from a doctor, etc) in order to ensure that your child's attendance record is complete
4. To fulfil our legal responsibilities regarding involvement of the Education Welfare Officer (EWO) should your child's attendance drop below a sufficiently low level

If we have previously contacted you regarding your child's attendance, we will review their attendance on a two-week cycle before any further communication regarding concerns. Below are the reasons and times when we may contact you.

Reason for contact	How will we contact you?	When will this happen?
Initial attendance concern	Letter/email	Autumn half-term: After 2 days of absence After Autumn half-term: If your child's attendance falls below 98%
Irregular attendance concern	Letter/email	If, following our initial attendance concern letter, your child's attendance remains a concern during our ongoing two-week monitoring cycles
Meeting request	Email/telephone call	If, following our previous communications, your child's attendance remains a concern. Your child's Guidance Team Leader will contact you to arrange a meeting in school to discuss your child's attendance and support measures we can put into place.
EWO referral	Letter/email	If, following our previous communications and support measures being put in place, your child's attendance remains a concern.

Please note that an EWO referral constitutes formal intervention from the EWO, which may result in a Fixed Penalty Notice being issued and/or proceeding to prosecution.

## Home Visits

As part of our safeguarding responsibilities, our Family Support Worker (Mrs Roach) may visit you at home if your child is absent from school for three consecutive days or if we have previously contacted you regarding your child's attendance.

# Attendance and Progress

There is a direct link between your child's attendance at school and their academic progress. At Congleton High School we are unapologetic for the high expectations we have for students in our care and are extremely proud of the excellent progress made by our students.

We talk to our students regularly about the importance of achieving 98% or above attendance, but what does that mean?

## How does my attendance stack up?

<b>OUTSTANDING</b>	<b>100%</b>
<b>GOOD</b>	<b>98-99.9%</b>
<b>Not good enough yet</b>	<b>Less than 98%</b>

## How many days of learning have I lost?

<b>Attendance (%)</b>	<b>Number of days absent from school</b>
98	4 days
95	10 days (2 weeks)
90	20 days (4 weeks)
85	30 days (6 weeks)
80	40 days (8 weeks)

## What about being late?

<b>How late? (every day)</b>	<b>What's it mean?</b>
5 mins	3 days lost!
10 mins	6.5 days lost!
15 mins	10 days lost!
20 mins	13 days lost!
30 mins	19 days lost!

## What about my grades?

Students with no absences are **over 2 times more likely to achieve 5 or more Grade 4+ GCSEs** & 2.8 times more likely to **achieve 5 or more Grade 4+ GCSEs** including English & Maths than students missing 15-20% of their lessons.

**Evidence suggests that students who miss 19 days of school (just over 90% attendance) will drop at least 1 GCSE grade.**

**5 or more GCSE grades at 4+ can increase your lifetime earnings by over 40%!**

# Tips for positive attendance

Get your child into a good routine that includes going to bed on time and having a breakfast that will prepare them for the day.

Be as positive and enthusiastic about school as you can. Your child will pick up on it and it will have a positive impact on their attendance.

Try to make appointments such as dentist appointments outside of school time. If this cannot be avoided, ensure that your child is back in school as soon as possible after their appointment.

If you are dropping younger children off at primary school/nursery, try to drop your older child off first. We have complimentary breakfasts and indoor seating available for students every morning.

If your child has a headache, sore throat, etc, they don't need to be absent from school. In most cases, appropriate pain relief medication will allow your child to be at school despite not feeling 100%.

Talk to your child about their attendance and your own experiences of positive attendance in the workplace. It is important for children to see examples they can relate to of why attendance matters.

Celebrate the positives around your child's attendance. If your child has a positive attendance rate or has made improvements to their attendance, then please try to congratulate them.

Developing the habit of positive attendance is vital for your child's development and their future progress. Supporting your child to be in school every day that they are able to, is one of the best life opportunities you can give to them.

# Our lates procedure

We monitor students' punctuality closely and use a two week cycle to determine interventions, should students become persistently late.

## **Punctuality to school**

If your child arrives late to school on two or more occasions during a two-week cycle, then they will be issued with a C3L. This will result in your child serving a 20 minute lunchtime detention with their Guidance Team Leader.

Should your child continue to arrive late to school, resulting in multiple C3Ls having to be issued, then the 20 minute lunchtime detention will be replaced with a 1 hour after-school detention with a member of the Senior Leadership Team.

Should the issue persist beyond this, then our Rewards and Behaviour For Learning procedures will be implemented (please see the school website for details our RBFL policy).

## **Punctuality to lessons**

If your child arrives late to lessons on two or more occasions during a two-week cycle, then they will be issued with a C3L. This will result in your child serving a 20 minute lunchtime detention with their Guidance Team Leader.

Should your child continue to arrive late to school, resulting in multiple C3Ls having to be issued, then the 20 minute lunchtime detention will be replaced with a 1 hour after-school detention with a member of the Senior Leadership Team.

Should the issue persist beyond this, then our Rewards and Behaviour For Learning procedures will be implemented (please see the school website for details our RBFL policy).

**Thank you for your support in helping your child to achieve at least 98% attendance.**