



# 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  
[Working together to improve school attendance \(applies from 19 August 2024\)](#)  
[Attendance\\_policy\\_2024-2025\\_Jan\\_2025\(1\).pdf](#)

# The Attendance Team at CHS

**Mrs L Darling**  
Deputy Headteacher  
(Safeguarding Lead) , Attendance  
Champion

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

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

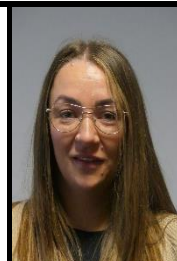


**Miss N Johnson**  
Whole School Attendance Lead

Miss Johnson has responsibility for  
leading on all matters relating to  
attendance in the school.

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

First point of contact for all  
attendance matters



**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)



**Miss E Wollaston**  
Education Family Support Worker –  
Attendance and Children out of School  
Service

Miss Wollaston is available at CHS on  
Thursdays.

Contact:  
[elisha.wollaston@cheshireeast.gov.uk](mailto:elisha.wollaston@cheshireeast.gov.uk)



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

- Form tutor
- Year Team Leader
- Learning mentors
- SEND team (as appropriate)
- Safeguarding team (as appropriate)
- Class teachers
- Curriculum Team Leaders
- Heads of House
- Medical officers

# The Importance of Attendance

Attendance is the essential foundation to positive outcomes for all pupils including their safeguarding and welfare. It is our expectation that all students will achieve at least 98% attendance.

At CHS we know that good attendance starts with close and productive relationships with parents and pupils. We are passionately committed to supporting all of our students to achieve their very best. School and families should work together to:

## **Expect**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

## **Monitor**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

## **Listen and understand**

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

## **Facilitate support**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

## **Formalise support**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

## **Enforce**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Any child who misses school runs a serious risk of being left behind in their progress. Students who have an attendance rate of 90% are likely to achieve at least 1 GCSE grade lower than students with above 90% attendance.

All research shows that students who attend well achieve well.

We will not authorise any term time holidays.

If you wish to speak to us regarding your child's attendance, please contact Natalie Johnson, Attendance Officer.

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>08:35</b>	All students should be on site by this time
<b>08:40 - 09:10</b>	Registration - all students must be in their form room by 08:40
<b>09:10 - 10:10</b>	Period 1
<b>10:10 - 11:10</b>	Period 2
<b>11:10 - 11:30</b>	<b>Break</b>
<b>11:30 - 12:30</b>	Period 3
<b>12:30 - 13:10</b>	<b>Lunch</b>
<b>13:10 - 14:10</b>	Period 4
<b>14:10 - 15:10</b>	Period 5

## 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:<sup>[1]</sup><sub>[SEP]</sub>

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 certain 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?
First day of absence	Text message	On the first day of absence if there has been no contact on the absence line before 8:30AM – 01260 730123
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 two consecutive days where the reason is unknown
- three consecutive days (for known reasons) or if we have previously contacted you regarding your child's attendance.

# Attendance and Progress

What about my grades?

## What about being late?

How late? (every day)	What's it mean?
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!

## How many days of learning have I lost?

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

## 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>

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.

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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.

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.

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%.

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 detention.

Should your child continue to arrive late to school, resulting in multiple C3Ls having to be issued, then the 20 minute detention will be replaced with a 30 minute and then 40 minute detention.

Should the issue persist beyond this, then our Rewards and Behaviour for Learning procedures will continue to 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 detention.

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 30 minute and then 40 minute detention.

Should the issue persist beyond this, then our Rewards and Behaviour For Learning procedures will continue to 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.**