



Attendance and Punctuality: A Guide for Parents

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms - 1 Peter 4:10

Good attendance starts with being a school community where children feel safe, calm and valued. At Christ the Saviour, we aim to build warm, supportive relationships with families so that every child can thrive, feel a sense of belonging, and reach their full potential. Regular attendance supports your child's learning, wellbeing and friendships.

REPORTING AN ABSENCE

If your child is unwell and cannot attend:

- **Notify us by 8:30am**
- **Send an email to:** admin@cts-school.org
- **Subject Line:** Pupil Absence [child's name] and [Class]
- **In the Email:** give a clear reason for the absence

Planned & Medical appointments:

- Please make medical and dental appointments outside of school hours
- If unavoidable, email admin@cts-school.org with the subject **Planned Absence Request** at least **24 hours in advance**
- Do not keep your child off for the whole day for an appointment

EVERY MINUTE COUNTS: PUNCTUALITY

Gates Open & Registers Taken:

- **Broadway Site (Y3-6):** Starts at **8:40am**. Arriving between 8:40am and 9:10am is marked as late (L)
- **Grove Site: (Rec - Y2)** Starts at **8:50am**. Arriving between 8:50am and 9:20am is marked as late (L)

Late Arrival after Register Closes:

- Arriving after **9:10am (Broadway)** or **9:20am (Grove)** is legally recorded as an **Unauthorised Absence (U)** for the morning session, unless there is an exceptional, approved reason

Every Minute Counts!

- Arriving just **10 mins late every day** adds up to over **5 days of lost learning** each year (25 missed lessons)

AUTHORISED ABSENCES

Absences permitted by education law include:

- **Illness:** when a child is genuinely too unwell to attend (medical evidence may be requested for frequent or prolonged illness)
- **Religious Observance:** Days exclusively set apart for observance by the family's religious body
- **Exceptional Circumstances:** Urgent, one-off events like a bereavement or severe family emergency, requested in advance
- **Approved Educational Activity:** Advanced requested exams (music, ballet, academic) or transition days at new schools

UNAUTHORISED ABSENCES

Absences not permitted by law and unauthorised:

- **Term-time holidays:** Family holidays or trips abroad are strictly not allowed during term time
- **Special occasions:** Birthdays, family days out, or visiting relatives
- **Oversleeping:** Sleeping in late, or feeling tired after a late night
- **Parent's appointments:** Parent's own routine doctor/dental visits or illnesses (other than emergencies)
- **No reason provided:** Where no explanation is sent, or the reason provided is unsatisfactory

HOLIDAYS AND FINES

Holidays in Term Time:

- Holidays are **not permitted** during term time. Headteachers are not legally allowed to grant leave for family holidays
- If travelling abroad you must plan your trips during the school holidays. If delayed returning, **documentary evidence** with original tickets is required

Local Authority Penalty Notices:

- Fines apply when a child has missed **10 or more sessions (5 days)** for unauthorised reasons within a rolling 10-week period
- **Fine rate: £80** if paid within 21 days, rising to **£160** if paid within 28 days
- A second fine within a 3-year period is automatically charged at **£160**

THE REAL-TERMS IMPACT

How absence adds up over a school year:

- **95% Attendance:** 9.5 days absent (nearly 2 full weeks of school missed, 48 lessons lost)
- **90% Attendance:** 19 days absent (nearly 4 full weeks of school missed, 96 lessons lost)

*A child with less than 90% attendance is legally classified as a **Persistent Absentee***

- **80% Attendance:** 38 days absent (over 7 full weeks of school missed, 190 lessons lost)

Keeping Track:

You can check your child's up-to-date attendance record at any time by logging into your school **Arbor** account

Good Attendance is defined by the DFE as 96% and above.

WORKING TOGETHER: OUR SUPPORT

Our 'Support First' Approach:

We believe that every child deserves a positive and welcoming school experience. If your child is showing any reluctance to attend, please let their **class teacher** know as soon as possible. Early intervention is key. We can work together to offer practical support such as **soft starts, special classroom helper jobs, personalised morning routines and friendship support** to help them feel comfortable and happy at school.

Who to contact: Day-to-Day Attendance: School Admin Team (admin@cts-school.org) Senior Attendance Lead: Mrs Larson, Deputy Head (larson@cts-school.org)