

Benefits of good attendance

Secure Relationships

Young children find it easier to build and sustain friendships when they attend school regularly

Self Esteem

Children who rarely miss sessions at school and arrive on time are more likely to feel good about themselves.

Learning and Development

Children's learning develops quickly in their early years. Every day they learn something new. This means any time lost creates gaps in their learning

Parents can encourage good attendance by:

Having regular bedtime/morning routines

Prepare for the morning routine by packing a bag the night before/setting out uniform

Arrange routine medical appointments, outings and holidays during half term holidays

Limiting screen time and turning off electronics an hour before bedtime

Keeping in contact with your child's class teacher if there are any concerns or anxieties

Working Together To Improve Attendance

At Townhill Community School, we pride ourselves on giving all pupils the best start in life

Townhill Community School

"Putting Children First"

Who monitors your child's attendance?

- Senior Leadership Team
- Office Staff
- Family Liaison Officer (FEO)
- Jade Esteban- Education Welfare Officer (EWO)

Attendance at TCS

Attendance Information 2025-2026

Townhill Community School

"Putting Children First"

Punctuality

Being on time is important for pupils because it helps them to settle into class, reduces stress and anxiety, increases productivity, and prevents them from missing any learning time

Did you know?

You can receive a fixed penalty notice for 10 late marks



Regular attendance and punctuality are important if children are to take part fully in the life of the school and take advantage of the learning opportunities offered by the school. We recognise that attending school regularly is vital to the educational process and encourages a good pattern of work. We know that parents and guardians want their children to get on well in life.

Nowadays, it is more important than ever to receive a good education if you want opportunities in adult life

95-100% Attendance

Best chance of success

Your child is taking full advantage of every learning opportunity

90-95% Attendance

At least 2 weeks of learning missed

Satisfactory. Your child may have to spend a little time catching up

85-90% Attendance

At least 4 weeks of learning missed

Your child may be at risk of underachieving and may need extra support from you to catch up with work

80-85% Attendance

At least 5 ½ weeks of learning missed

Your child's poor attendance has a significant impact on learning

Below 80% Attendance

At least 7 ½ weeks of learning missed

Your child is missing out on a broad and education. You are at risk of a fixed penalty notice.

Illness

What should I do if my child is unwell and unable to go to school?

1

Report your child's absence to the office staff (no later than 9am) by calling 01792 516370

2

If your child is unwell and has had to visit the GP, please provide medical evidence (appointment card/medication label) upon your child's return. This will prevent any unauthorised marks

3

If no contact has been made within three days of your child being absent, you may receive a visit from FLO/EWO

If there are specific issues preventing your child from attending school regularly and you would like to discuss these further, please do not hesitate to contact the school

We are here to help!

Holidays

Holidays are no longer authorised at TCS

Holiday request forms can be collected and returned to the school office two weeks prior to your child's absence. Once you have submitted your request, our Family Liaison Officer will contact you to discuss your child's attendance and next steps

Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the year, the Local Authority may (depending on the circumstances) issue a fixed penalty notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the fixed penalty scheme can be found on the City and County of Swansea Website - Swansea.gov.uk

You can find the academic term time dates on swansea.gov.uk. If you'd like a copy of the upcoming holiday dates, please ask our office staff to provide you with a copy.

Important Times

Breakfast club: 8:00am
School starts - 8:50am
School finishes - 3:20pm

Nursery Times:

Nursery am - 8:50am-11:20am

Nursery pm - 12:50pm-3:20pm