Supporting your child with school attendance.

'100% attendance gives your child the opportunity for the greatest achievement!'

Attend Today, Achieve Tomorrow

If a child is regularly absent or late for school they may fall behind with learning, this makes attendance fundamental in making sure young people become successful learners. When children attend school consistently they are more likely to do well in their work but also build strong relationships and feel connected with the school community.

Good attendance also demonstrates reliability which will help prepare children for life beyond education and looks positive to future employers.

Types of absence

Unauthorised absence is when children miss school without permission for example a birthday treat, a day trip, over-sleeping, taking a long weekend or shopping.

There are some reasons when absence may be authorised by the head teacher and in every case you must inform the school and explain the reasons. The school should inform you of their procedure and only the head teacher can authorise absence. They may also request further evidence to support the reasons.

Your child is okay to miss school if they are too ill to attend, you should inform the school and give them an idea of when they will return. It's important to stay in touch with the school about longer term illness so that they can work with you to minimise disruption to your child's learning.

## How can I support good attendance and punctuality?

There is support if you are finding school attendance a problem, if your child is anxious or worried about going to school please do ask the school for help.

Every child is entitled to additional support from the school to help them engage with learning and there will sometimes be named staff who have a specific responsibility for what a school might call guidance, pastoral care or personal support. Some children may find regular support helps to improve school attendance.
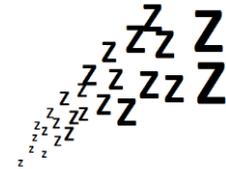
Attendance and punctuality top tips

Figure out the reasons for absence as this can help you understand where your child needs support in overcoming barriers to attending school.
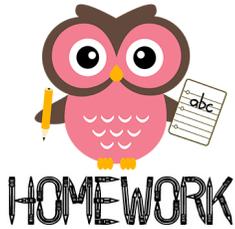
Offer support with homework and take an interest in their learning.

Try to establish a good routine early so that when your child does start school they are in good habits such as getting plenty of sleep.

Attend PTI's to discuss your child's progress.

If appointments are needed for health reasons, try to make them during after school hours or out of term time where possible.

Take trips during school holidays rather than term time.

Don't allow your child to stay off school for a minor ailment.

Ensure your child has a good understanding of why attendance is important.

How we manage attendance

If parent/carer does not contact the school, we will try to contact you by phone to ask the reason for absence on the first morning of absence.

If we are unable to contact you, the Head or another senior member of staff will be informed. As soon as possible, senior members of staff will endeavour to contact you at home to try to establish why the pupil is not in school; where there is no response, a welfare call will be made to the police.

If no reason for absence is received, the absence will be recorded on your child's records as an 'unauthorised absence'. Any ongoing absence issues may be referred to the Local Authority Attendance Officer to support improvement.

Absence from school will be authorised if it is for the following reasons: -

• Sickness; • unavoidable medical or dental appointments; • days of religious observance; • exceptional family circumstances, such as close family bereavement;

Helpful websites

Getting to school and staying at school information for parents and carers -

https://www.health.nsw.gov.au/kidsfamilies/youth/Documents/forum-speaker-presentations/2017/school-refusal-parent-handout.pdf

Healthy sleep tips for children -

https://www.nhs.uk/live-well/sleep-and-tiredness/healthy-sleep-tips-for-children/

10 ways to get your child to school on time-

https://www.babycentre.co.uk/a1053405/10-ways-to-get-your-child-to-school-on-time

School attendance and absence -

https://www.gov.uk/school-attendance-absence