

Book medical or dental appointments outside school hours – whenever possible medical or dental appointments should be made outside school hours or in the holidays. If appointments during school time are unavoidable, the school should be notified in advance and absence should only be for the duration of the appointment – your child should attend for the rest of the day.



Parents are responsible for ensuring that their child maintains full attendance at school in accordance with Section 444 as amended by Section 1A of The Education Act 1996.

If there is a problem with your child's attendance, remember you are not alone. By working together to find solutions, little problems won't become big ones. Talk to your child and your child's teacher to try to resolve any issues. School may be able to help and support you and your child. Where attendance does not improve and unauthorised absences are accrued, a referral may be made to the Borough School Attendance Service and legal action could result. This could be in the form of a penalty notice issued to parents/carers after a written warning or prosecution.

For further information please contact:

Borough School Attendance Service
The Grove
Carshalton
Surrey
SM5 3AL

Tel : 020 8770 6605

EVERY DAY COUNTS



SCHOOL ATTENDANCE

Advice and Information for Parents and Carers

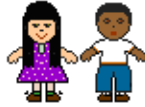
September 2013

Children, Young People and Learning Services



Every Day Counts – because attending school helps your child develop good social skills.

Every Day Counts – because high attendance equals high attainment..



Every Day Counts – because going to school gives your child better chances in life.

Attending school is really important!

Children spend about 27% of their time in school.

Schools are organised to use that amount of time to give children all of the experiences to which they are entitled.

Schools cannot do their job if the children are not there.

Your job is to get them there and schools check this by registering their attendance.

How can you help your child?

Establish good attendance habits – little ones look to you as a role model; show them school attendance is important. Even though your child may be attending nursery and is not yet of statutory school age, it is important that you establish regular attendance habits from the start as these will be maintained in the future. You should be aware that when a nursery pupil fails to attend regularly, the school can remove their name from the school roll and offer the place to another child if attendance fails to improve after parents are notified.

Start now – younger children are easier to influence. Good habits started in Reception will carry on throughout your child's school life.

Be prepared – help your child get everything ready the night before, e.g. uniform, school bag, reading book. This will save time in the morning.

Establish a good bedtime routine – this ensures that your child goes to bed at an appropriate time and gets enough sleep, making mornings less of a struggle.

Allow plenty of time to travel to school – rushing can be very unsettling for your child and is not a good start to their day.

Make sure your child arrives in good time – they should be in time for the school bell each day. This helps to develop good time-keeping habits and prevents your child from missing registration and the start of the day. Arriving late can be disruptive and distressing for your child as well as their classmates.

Inform the school if your child is going to be absent – you should ring the school prior to or on the first morning of absence to let them know the reason your child cannot attend. This enables the school to mark the register appropriately and reassures them that your child is safe. A written explanation should be provided on your child's return to school.

Have arrangements in place to get your child to school in the event of illness of other family members - arrange for a friend or other family member to take your child to school if either you or another family member is sick. It is not fair to prevent your healthy child from learning. Parental difficulties including health problems are not a defence in law for poor school attendance.

Leave during term time – your child is not entitled to leave during term time. From September 2013 amendments to The Education (Pupil Registration) (England) Regulations 2006 make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the headteacher agrees that there are exceptional circumstances they will inform you of the number of days they will authorise. Any leave taken without authorisation by the headteacher may lead to legal action in line with the school's Attendance Policy.