

## What can I do as a parent to increase my child's attendance?

### **Ways For Parents to Encourage Attendance**

- Regularly check your child's attendance. Attendance data is on school reports and can be requested at any time during the year simply by contacting the Attendance Team.
- Speak regularly with your child about school and how they feel about it. If there are any problems which might affect attendance, please speak to us about it.
- Only grant days at home for **genuine** illness. You will know when they are not well enough to attend!
- Don't take holidays in term time
- Keep us informed. We require notification of an absence **before 8.30am**. Alternatively, you can email or leave a message on our 24 hour Attendance line as soon as you know your child will not be attending school. We also require a **daily** update to keep our records up to date.
- Avoid medical appointments during the school day. If this is not possible, ensure your child attends before the appointment and returns afterwards. In the majority of cases, we are unable to authorise a whole day's absence for an appointments. Please provide the Attendance Team with proof of all appointments prior to your child's absence.
- Know the routines of the school day and avoid issues. For example, have they got their PE kit ready? Do they have clean uniform? Have they completed their homework (Check their planner to be sure they haven't missed anything!)? Encourage them to pack their school bags the night before.
- Make sure they eat breakfast and have money on their account for lunch.
- Be watchful and supportive in the run up to tests and be aware of coursework deadlines.
- Look for patterns. Are there specific days when your child feels ill? Are they avoiding certain lessons?
- Encourage them to catch up on missed work. If they have been working on a topic they may find the class has moved on by the time they return. This can cause anxiety and it can also affect self-confidence.
- After a period of absence students sometimes feel left out of their friendship group. Talk to your child and if there are any problems, let us know.
- Praise and reward good attendance and punctuality at home. Students with good attendance receive certificates and praise in school and reinforcing this at home really helps.
- Work in partnership with the school, instilling in your child respect for school policies and procedures.

**There is always a reason for poor attendance. Talk to your child about any issues they might have and inform the school so we can work together to help your child.**