

# Attendance



## Parent Pocket Guide

Monkshouse Primary School

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## What are my responsibilities regarding my child's attendance?

As a parent/carer it is your legal responsibility to ensure that a child of compulsory school age attends school both regularly and punctually. The Local Authority has a duty to ensure that all parents/carers fulfil this responsibility. It is these principles that inform our whole school policy which is reviewed annually and agreed by our school governors.

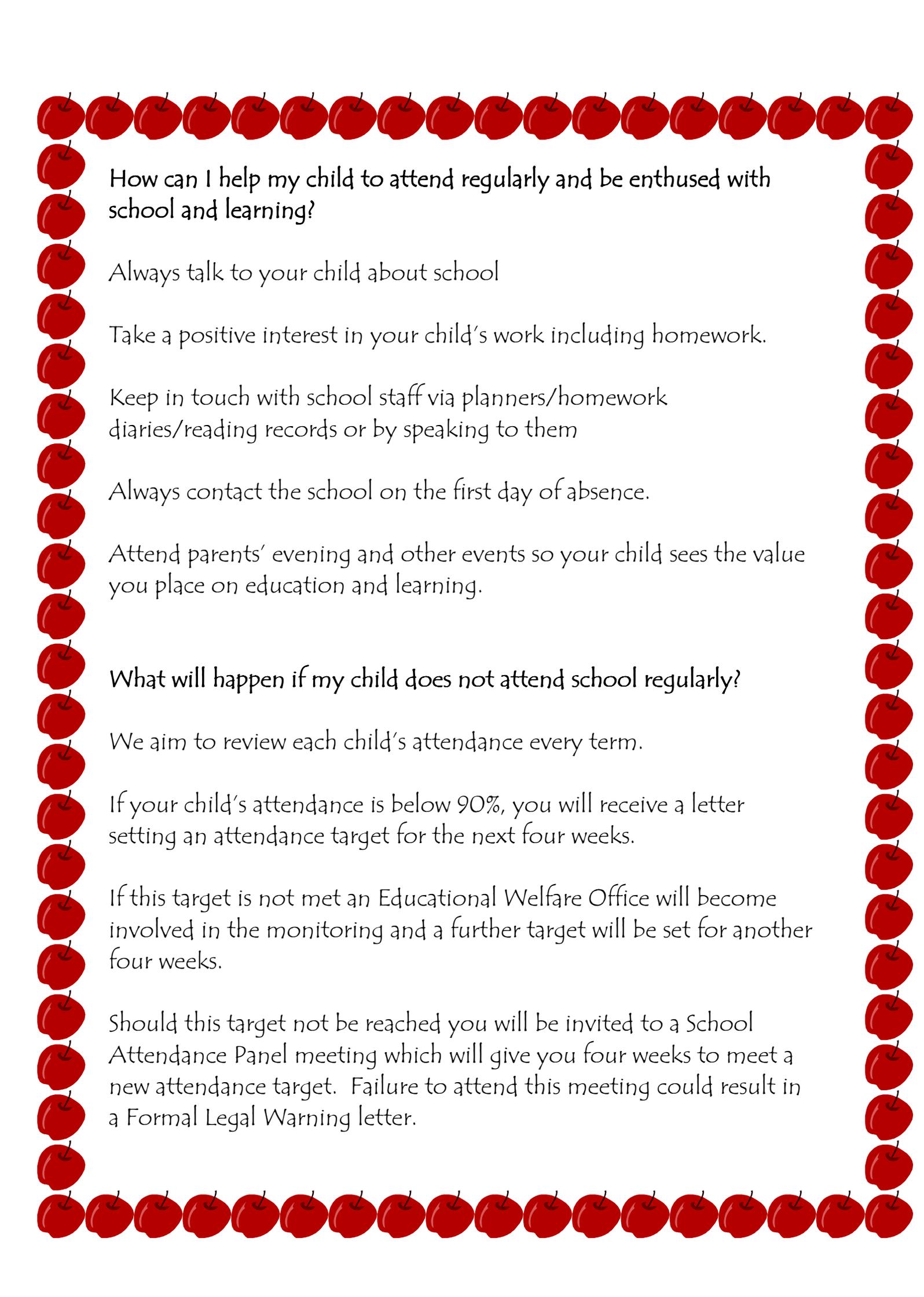
## Why is it important for my child to attend school regularly?

Regular school attendance and good punctuality means your child can make the most of their education and this will improve their choices in adult life. It will also help them when they enter the world of work.

School helps children and young people with their social skills, making and maintaining friendships, building confidence and self-esteem.

If your child does not attend school regularly it could affect their attainment and progress and ultimately their ability to secure employment in later life.





How can I help my child to attend regularly and be enthused with school and learning?

Always talk to your child about school

Take a positive interest in your child's work including homework.

Keep in touch with school staff via planners/homework diaries/reading records or by speaking to them

Always contact the school on the first day of absence.

Attend parents' evening and other events so your child sees the value you place on education and learning.

What will happen if my child does not attend school regularly?

We aim to review each child's attendance every term.

If your child's attendance is below 90%, you will receive a letter setting an attendance target for the next four weeks.

If this target is not met an Educational Welfare Office will become involved in the monitoring and a further target will be set for another four weeks.

Should this target not be reached you will be invited to a School Attendance Panel meeting which will give you four weeks to meet a new attendance target. Failure to attend this meeting could result in a Formal Legal Warning letter.