

# 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. 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 has dropped below the school target a monitoring letter will be sent.

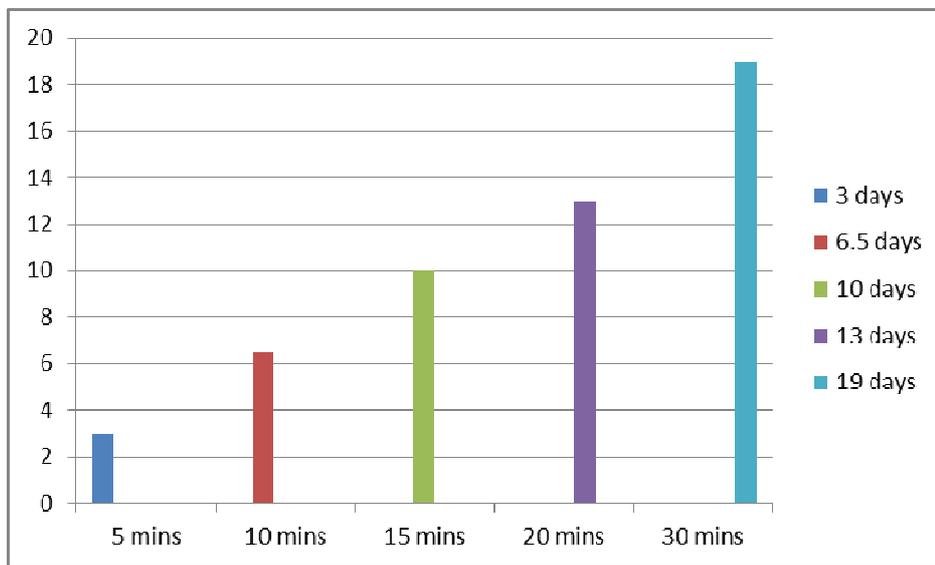
If attendance continues to fall, you will be required to attend a meeting in school to discuss circumstances and consider ways forward.

If we become increasingly concerned about your child's attendance or punctuality it may result in a result from the Educational Welfare Office.

## SOMETHING TO THINK ABOUT

### Punctuality

Children should be in class by 8.45 a.m. to begin their learning. Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.



As you can see, if your child is late for just 5 minutes every day that can add up to over three days lost each year and arriving 15 minutes late each day is the same as being absent for 2 weeks a year; for that reason it is imperative that your child is punctual.

### Attendance over a year:

- 98% attendance equals 4 days off school
- 95% attendance equals 10 days off school
- 90% attendance equals 4 weeks off school
- 85% attendance equals 5.5 weeks off school

