



## ATTENDANCE TOP TIPS.

### **Celebrate with children their good attendance:**

- Know your child's attendance target. Keep a check on how they are doing.
- Good attendance habits start at an early age. Make sure your child goes to school regularly and on time.
- Post the school calendar and times of school day on refrigerator or other prominent place.
- Encourage your child to come to school even if they have minor ailments (headache).
- Refrain from making appointments at the doctors or dentist etc during the school day.
- Do not take holidays during term time – these will be recorded as 'unauthorised absence' and could lead to legal proceedings.
- Ask about their school activities and tell them that you want them to do well in school. Remind them of the importance of studying at school

### **Establish a routine:**

- Give yourself and children enough time to get ready in the mornings allowing for traffic.
- Provide pupils with their own alarm clock. Set alarm clock 30 minutes earlier for pupils who need more time to get ready for school.
- Plan ahead the night before: make sure your child is organised for the next day.
- Have a back-up plan for cold weather for cars not starting.
- Agree on an appropriate bedtime for your child in line with their age – and insist on a deadline time for use of computer / phone / TV.

### **Stay in touch with school:**

- Let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance.
- Report all absences on the day the pupil will miss school by calling the Attendance Office.
- Provide doctor's notes to the Attendance Officer when medical verification is available for pupil's absences.
- If your child does not want to go to school, find out why and work with us at school who will help to address these concerns.
- Make sure your child catches up missing work.
- If you feel your child is avoiding a particular class or is having a difficult time in a subject area, discuss this with your child and their teacher.
- Contact school for help if it is needed to support your child.
- Do not let your child persuade you into making an excuse for them. Don't give up!