



### **SMRCHS – Attendance Tips for Parents**

Moments matter, attendance counts. It is important that parents support their children in attending school well. Not only is this a legal obligation, good attendance and good punctuality are essential characteristics to have as children leave school and go into further and higher education or employment. Here are some tips about how parents can help to improve attendance and punctuality:

#### **Let children know that good attendance is important:**

- Attendance is a parent and pupil responsibility.
- Let your child know that you think attending school daily is important. Show them you are interested in their school activities and tell them that you want them to do well in school.
- Know your child's attendance. 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. This helps them develop a positive view of school and the importance of attendance.
- Know about your child's punctuality. Make sure that they arrive to school on time.
- Become involved in your child's school life and school activities.
- Post the school calendar and times of school day on refrigerator or other prominent place.
- Do not provide inappropriate excuses for your child to miss school. Do not let them take time off from school for minor ailments.
- Don't expect or let older children stay home from school to babysit younger siblings.
- Make a contract with your child to improve his/her attendance.
- Reward positive improvements.
- 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'.

#### **Establish a routine:**

- Give yourself and children enough time to get ready. No TV on school mornings.
- 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 the night before: make sure your child is organised for the next day.
- Have a back-up plan in cold weather for cars not starting.
- Agree and insist on an appropriate bedtime for your child in line with their age.
- Insist on a deadline time for use of computer / phone / TV.



**Keep open lines of communication with your Children, Teacher, Headteacher and School Attendance Office:**

- Let the school know in advance if your child is going to be absent or if you have concerns about your child's attendance or school performance.
- Report all absences for each day of absence by calling the Attendance Officer.
- Provide doctors' notes to the Attendance Officer when medical verification is available for pupil absences.
- If your child does not want to go to school, find out why and work with school and your child to address concerns.
- If you notice your child is avoiding a particular class or is having a difficult time in one subject area, discuss this with your child and their teacher. Offer extra support at home. This will prevent your child from developing a behaviour of avoidance in school when things become difficult.
- Contact school for help if it is needed to support your child or family.
- Make sure your child knows you do not approve of them being late or absent.
- Talk to your child about issues that may be making them late for school.
- Do not let your child persuade you into making an excuse for them. Be persistent.

**Other useful links for parents:**

- [School Attendance, Exclusions and Community Education Team - Bury Council](#)
- [How to improve your child's school attendance and where to get support – The Education Hub \(blog.gov.uk\)](#)
- [DfE external document template \(childrenscommissioner.gov.uk\)](#)
- [Resources for families | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](#)

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