

Attendance – Tips for Parents

Communicate the importance of good attendance

- Attendance is a parent and student responsibility.
- Speak to your child each day about their school activities and tell them that you want them to do well in school.
- Aim for your child to achieve the school target of 97%. Keep a check on how they are doing.
- Establish good habits. Make sure your child goes to school regularly and on time.
- Help your child develop a positive view of school and know the importance of attendance.
- Become involved in your child's school life and school activities.
- Post the school calendar and times of school day in a prominent place.
- Do not allow inappropriate excuses for your child to miss school. Do not let them take time off from school for minor ailments.
- Do not let older children stay at home to babysit younger siblings.
- Reward good attendance / positive improvements.
- Make appointments at the doctors or dentist outside the school day.
- Do not take holidays during term time – these will be recorded as 'unauthorised absence'.

Establish good routines at home:

- Give yourself and your children enough time to get ready.
- No TV on school mornings.
- Get children to use an 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: get them to pack their bag, have their uniform ready and plan breakfast.
- Agree and insist on an appropriate bedtime for your child in line with their age.
- Insist on a time for ending screen-time: computer / phone / TV / ipad / gaming.

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

- Contact school if your child is going to be absent or if you have concerns about your child's attendance or school performance.
- Report all absences on the day the pupil will miss school by calling school before 8.25am.
- Provide evidence needed 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 your school and 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 his/her teacher. 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 him/her being late or absent. Talk to your child about issues that may be making them late for school.
- Do not make excuses for your child.