GOOD ATTENDANCE MATTERS!

Every school day counts

IMPORTANT INFORMATION FOR PARENTS AND CARERS

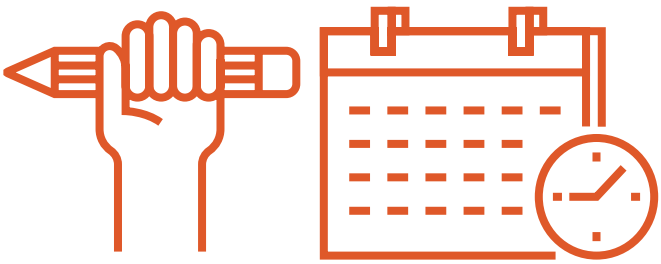
Why is regular school attendance and good punctuality so important for my child?

Regular attendance at school means that your child can make the most of their education and improve their chances in adult life. School can also help your child's social skills such as making and developing friendships.

The link between attendance and attainment in school is clear. The more a child is in school the more they increase their opportunity to fulfil their potential.

Good punctuality is important. For example, if a child arrives 15 minutes late at school each day, they lose almost 2 weeks of education over the year. Good punctuality also helps your child get into good habits for when they enter the world of work.

Lateness can cause your child embarrassment and, in some circumstances, can count as unauthorised absence.



How can I help my child enjoy school and attend regularly?

Be organised, have a plan, be consistent and involve your child!

You should:

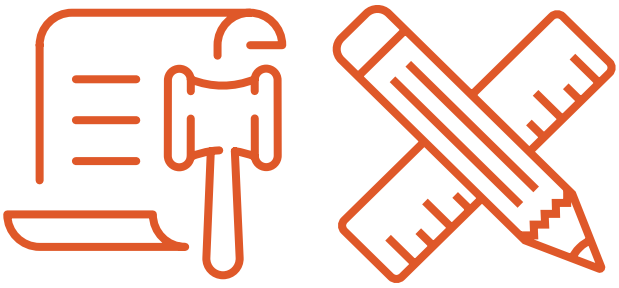
- ensure they have an appropriate bedtime routine
- create good routines for mornings at home so that your child can arrive punctually and are properly equipped;
- avoid absence from school wherever possible – try to make doctors and dental appointments out of school hours
- make time to encourage and show interest in school work, friendships etc.
- attend school open evenings and functions
- Create a calm space for them to do homework, check they understand the homework and that it has been completed.
- share any education concerns your child or you may have with the school staff as soon as possible
- set realistic boundaries

Holidays/Leave in term time

Holidays in term time are not allowed. Parents/carers must apply for the authorisation of any leave prior to travel or their children could be reported to the council as missing in education.

Leave for other circumstances such as bereavement or family illness abroad may also not be authorised. Informing the school does not mean the leave is agreed. In the event of a genuine family emergency, parents should avoid requesting more than 5 school days absence. Leave due to weddings is unlikely to be authorised.

Two weeks unauthorised holiday/leave means at least 50 lessons missed that will never be repeated.



What does the law say I must do as a parent/carer?

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. This means your child should not have any unauthorised absence as this would constitute an offence in law.

When attendance doesn't improve after support or, when a minimum of 5 days unauthorised holiday/leave is taken, legal action can be taken.

Courts can fine parents/carers up to £1,000 per child and for repeat offences the court can fine parents/carers up to £2,500 per child or impose a prison sentence of up to 3 months.

In many cases, but not all, parents/carers can discharge an offence by paying a penalty notice of £160 for each parent per child, discounted to £80 if paid within 21 days. For a family of two parents/carers with 3 children that would be at least £480.

Where can I get help and advice?

If you need support in relation to your child's attendance, help is available. Please make an appointment with the school to discuss your concerns.

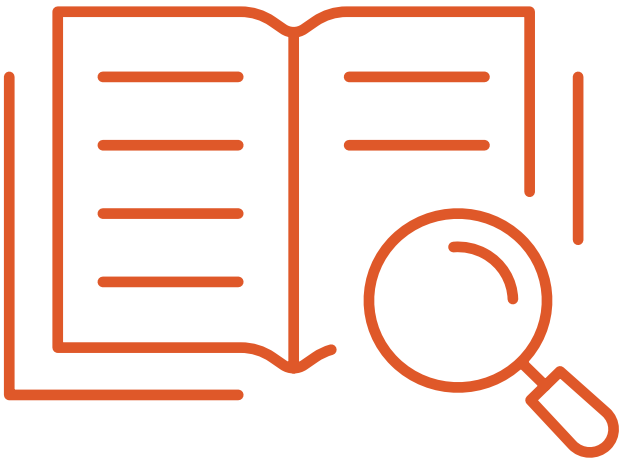
Most difficulties can be resolved informally, but the staff can also arrange an early help assessment or make a request for support to Birmingham Children's Trust if necessary, with your consent.

School nurses can also be helpful if your child has a medical condition or has a lot of time off due to illness.

Parents/carers are strongly advised to work in partnership with the school to address any difficulties impacting school attendance. For more information about school attendance or if you need help or support, please use these links:

www.birmingham.gov.uk/saap

www.birmingham.gov.uk/love



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