

## Let children know that good attendance is important and directly linked to academic success:

- Let your child know that you think **attending school everyday 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 current attendance by checking classcharts. Keep a check on how they are doing, have they missed any days of school this half term? How many days?
- 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.
- Become involved in your child's school life and school activities – by asking them what they have learnt at school. What lessons did they have and what topics were covered in lessons.
- Post the school calendar and times of school day on your 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/iPads/Phones on school mornings.
- Provide pupils with their own alarm clock (or set alarms on their phones). Set alarm clock 30 minutes earlier for pupils who need more time to get ready for school. Arena doors open at 8:25am and students can get a free breakfast.
- Plan ahead the night before: make sure your child is organised for the next day, such as identifying and pre-prepping breakfast, getting their bag ready.
- Agree and insist on an appropriate bedtime for your child in line with their age – and insist on a deadline time for use of computer / phone / TV.

## Keep open lines of communication with your Children and our School Attendance Team:

- 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 by ringing 0121 729 7310 and selecting option 1.
- Report all absences on the day the pupil will miss school by calling the Attendance Office on 0121 729 7310.
- 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 to help.
- 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. Offer extra support at home. This will prevent your child from developing a behaviour of avoidance in school when things become difficult.
- Contact us 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 let your child persuade you into making an excuse for him/her. Don't give up!