



# **Attendance Matters**

**A Book for Parents  
and Pupils from  
Enfield Local  
Authority**

## **Services to help you...**

**Education Welfare Service**      **Tel: 020 8379 5501**  
(Absenteeism & problems about  
school attendance)

**Childline Bullying**                      **Tel: 0800 449944**

**We will write to the parents of pupils who are  
regularly late.**

Most children think school is important.  
Why?

“...to learn more.”

“...to find out more about the world.”

“...to enjoy making and doing things.”

“...to be happy with my friends.”

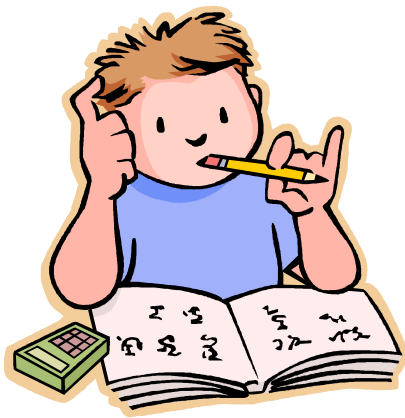
“...to share what we can do.”

“...to work together with others.”

“...to get good exam results.”

“...to get to college or university.”

“...to get a good job.”



Pupils can't do  
these things if they  
are not at school.

# For Parents

## Attendance

If your children are aged between 5 and 16, you must make sure they attend school regularly and stay in school.

**This is the law,  
You can be taken to court  
for breaking the law.**

(Circular 10/99) of the Department of Education.

## The role of the parent

Parents have a vital role in fostering good behaviour. They have a legal duty to ensure that their children receive their education by regular attendance at school.

Parents should ensure that pupils arrive at school on time, that they have suitable clothing and any books or equipment needed for their work at school.

Children need parental encouragement and support in order that they may participate fully and positively in their day to day school work and in the wider life of the school and the community.

Parents need to co-operate with the school in matters of discipline and to reinforce the schools' efforts at home. Parents should carry out the responsibilities in their part of any home school agreement.

This means they should wear uniform if the school says they should, they must have their books, pens and pencils, P.E. kit etc and not be too tired, worried or hungry.

**Parents must also make sure that:**

**"...pupils complete homework on time."**

**"..and keep school rules about behaviour."**

(Circular 10/99) of the DCSF

## **Absence**

Parents and carers can explain absences but **they cannot authorise them.**

Only the school can decide whether explanations about absence are acceptable and can be authorised.

## **A check-list for parents**

### **Your child can be absent if:**

- he or she is too ill to go to school
- it is a special day for religious observance
- it is a special family occasion which rarely happens (but the school must give permission first)

Your child may have to be absent from school for medical or dental treatment. The school must be informed, but if possible, please arrange appointments for after school.

## **Be Aware**

If your child has frequent days off for minor illnesses (e.g. tummy ache, feeling sick etc.), it may be a sign that there is a problem at school. Contact the school and discuss the problem.

**A happy child = regular attendee**

## For Parents & Pupils

Here are some of the things that parents and pupils do to get good attendance:

- have a regular bedtime
- record late T.V. programmes
- have their own alarm clock
- get a friend to call for you
- get kit bag and equipment ready the night before
- get up at the same time everyday
- have a regular study time

It also helps if parents...

- ... take an interest in school work
- ... work with the school
- .. praise their children's efforts



## **Being on time matters as well**

Being late puts you at a disadvantage.  
You miss notices and important information.  
You interrupt lessons.

## **Missed lessons = Missed opportunities**

Being on time shows you are reliable.  
It shows you are organised.  
It shows you know that school matters.



**Employers want good time-keepers!**

# For Pupils

If you do not attend everyday, this is what happens:

“...you don't know how to do the work.”

“...you feel a bit left out.”

“...you get left behind.”

“...you have to make friends again.”

“...you lose touch.”

(comments from children)

A morning off school = 3 hours missed

An afternoon off school = 2 hours missed

A day off school = 5 hours missed

Days off school soon add up. Missing lessons makes it hard to catch up and you have work harder when you come back.



## **HAZELWOOD ATTENDANCE TARGET**

The Schools' target is 95% or higher attendance for every pupil in every class in every year.

If you would like to receive additional information please contact us on:  
020 8886 3216