

Most pupils and parents think 90% attendance is good.
Are they right?

90% attendance = ½ a day missed every week
90% attendance over 5 years of school = ½ a school year missed

Attendance at the end of the year	Days missed from school
100%	0
97%	5
96%	8
95%	10
94%	12
93%	14
92%	16
91%	18
90%	19
87%	24
85%	28
80%	39

Please **help** us and your child by ensuring their attendance remains above **95%**, allowing them to **achieve** their potential



Caerphilly County Borough Council Education Welfare Service

Attendance Matters



What does **“Good attendance”** mean?

Ways for parents to encourage attendance

- Find out **regularly** the level of your child's attendance;
- **Talk** with your child about school and how they feel about it;
- **Phone** the school as soon as possible to tell them why your child is absent, and when you expect them to return; the number is below.

Tel no: _____

Hints and Tips

- Putting the school number into your phone can save you time.
- Get to know the school's policy for alerting you to absence;
- Only allow your child to miss school for genuine illness;
- **Avoid** taking holidays in school time.

Remember, always PRAISE good attendance

What the law says

All children of compulsory school age (between 5 and 16) **must** receive a suitable full time education. As a parent you are responsible for making sure this happens and you have a vital role to ensure and encourage regular attendance at school.

You are the key person who will make a difference

If your child fails to attend school regularly – even if they miss school without you knowing- the Local Authority may take action.

What about authorised absences?

There may be times when your child is ill, and this is to be expected. They may also need to go to the doctor or the dentist, but these appointments should be made **OUTSIDE** school hours whenever possible.

What about holidays?

Schools have the discretion to grant up to 10 days absence in a school year. Each application will be considered individually however, absence for a holiday may **NOT** be authorised if your child's attendance is **below 95%**, unless there are exceptional circumstances. Holiday forms can be obtained from the main school office.

Lateness

Please ensure that your child arrives at school on time. Pupils who arrive late for school disrupt lessons and miss an important part of the school day. Persistent lateness after the register has closed is classed as unauthorised absence; cases of persistent lateness will be referred to the Education Welfare Service.

What happens if my child does not attend school regularly?

The Head Teacher will want to meet with you to discuss the reason for your child not attending school. If attendance continues to be a problem, school may refer to the Education Welfare Service.

The Education Welfare Service

The Education Welfare Service (EWS) is a specialist support service, which works in partnership with other agencies to provide a range of services for children and their families, as well as carrying out statutory functions.

An Education Welfare Officer (EWO) may visit or write to you to discuss the reason for your child not attending school. Prosecution proceedings may be started and parents can be fined for up to £2,500 and in some circumstances, Magistrates can also sentence a parent to a period of imprisonment, for failing to ensure that their child attends school regularly

As a service, we will;

- Support schools, pupils and parents to encourage children to attend school regularly;
- Help children overcome problems that prevent them from attending school.

We can also advise parents on:

- Education Law / Parental Rights;
- School Transport Policy;
- Children Changing Schools;
- Children in Entertainment or employment.

Should you wish to discuss your child's attendance, please ask your child's school for the contact details of the EWO.