

The importance of your child's attendance at school

When your child returns to school, always send a signed and dated note giving the reason for their absences. **Remember, only a school, not a parent can authorise an absence.**

- Make sure the school knows in advance if your child has a doctor's or dentist's appointment.
- Talk to your child about school and what goes on there.
- Take a positive interest in your child's work.
- Support the school all you can; take every opportunity offered by the school for parents or carers to be involved – for example go to open day/evenings, report and progress sessions etc.
- Avoid taking your child on trips, holidays or shopping on school days - ask us for our leaflet 'Holidays in term time'.
- Make sure your children are not illegally employed and being exploited – ask for a copy of our leaflet, 'Does your child have a part time job?'
- Be aware of the signs that your child may be missing school.

Who to contact...

If you become aware that your child is missing out on his/her education please take every opportunity to discuss the matter with the pastoral staff or Headteacher at their school. Every school has an Education Welfare Officer who can help to sort out problems and offer independent free advice and support for you and your child.

Education Welfare Officers can be contacted via the school or directly at:

Education Welfare Service

Tel: 01942 486098 Fax: 01942 486085

Other leaflets available:

Holidays in term time, Penalties for non-attendance at school: information for parents and carers, Legal proceedings for school non-attendance: information for parents and carers.

We can make this information available in other formats and languages on request.

For more information...

On the issues covered by this leaflet or to receive a copy of any of our leaflets, please contact us at:

Education Welfare Service, Children and Young People's Services, Wigan Council, Progress House, Westwood Park Drive, Wigan. WN3 4HH

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Why is education important for your child?

Having a good education will help give your child the best possible start in life.

Children who skip school even for a short period are taking a risk because:

- They will possibly miss some vital work in school and may have difficulty in catching up with others. It might even affect their coursework or exam results.
- If they hang around streets or town centres they might either become involved in crime or become a victim of crime themselves.
- They might learn bad habits about reliability and time keeping, which might affect their chances of getting a job after they leave school.

What are the responsibilities of parents and carers?

As a parent or carer, you must make sure that your child:

- is educated at an appropriate school or otherwise.
- attends school regularly, arrives on time and abides by the school rules.
- is ready and in a fit condition to learn.
- has the right equipment for their lessons and has the correct school uniform.

Your child must not be kept away from school for example...

- To look after brothers or sisters
- To mind the house
- To visit relatives
- To go on holiday
- To go on shopping trips

Why do children not attend school?

There are many reasons why children don't attend school. Here's a few examples:

- Problems with school work
- Boredom
- Fear of failure
- Peer group pressures
- Bullying
- Family problems

What can you do to help?

If your child is absent from school with your permission e.g. if they're ill, contact the school as soon as possible on the first day of absence by either:

1. Phoning the school
2. Sending a note
3. Calling at the school in person