

Salford City Council is committed to ensuring that every child living in the city receives their full entitlement to education.

Our role as Attendance Officers is to support and promote partnership with schools, families and other services within the community in order to achieve the highest levels of school attendance and punctuality.

We identify and work hard to support children with problems that impact their school attendance, aiming to help establish closer relationships between school, parents and the most importantly the child attending.

Contrary to common belief, our aim is not to take punitive action against families around School Attendance, however when parents/carers are not actively showing a desire to improve their child's outcomes, we are sometimes left with no other option but to proceed with a prosecution.

Remember!

When your child attends school they:

- Make new friends
- Can achieve their full potential
- Have better career prospects
- Learn how to look after themselves and be healthy
- Grow in confidence
- Keep up with work and homework

There are
365 days
in a calendar
year

175 days
are NOT spent
at school*

**So there is plenty of time for shopping, holidays and appointments!*

EWS CONTACT DETAILS

Salford City Council, School Attendance Team,
2nd Floor Unity House, Chorley Road, Swinton, M27 5AW

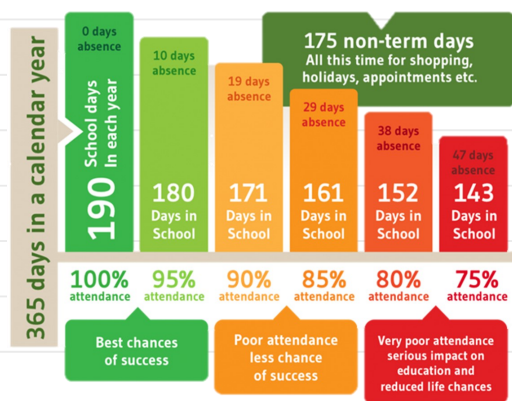
EWS@salford.gov.uk www.salford.gov.uk/education-welfare



School Attendance Information for Parents and Carers

WHY IS SCHOOL ATTENDANCE IMPORTANT FOR MY CHILD?

- Most parents want their children to be happy and achieve
- It is more important than ever for children to have a good education, to have choices and opportunities in adult life
- Children only get one chance at school, and your child's chances of a successful future may be affected if they are not attending school regularly
- Research shows that some young people who regularly miss school can be drawn into anti-social behaviour or crime



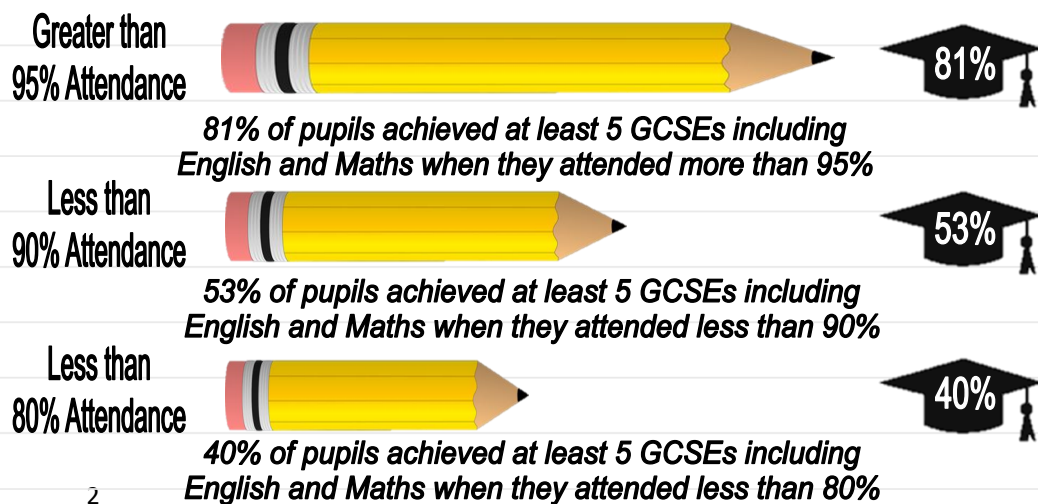
- Chances (probability) of achieving good grades based on your child's school attendance level (see chart below):
- *90% attendance means your child is absent from school for equivalent of half a day per week, leading to up to 3 hours of lost learning a week, which equals around 100 hours of learning per year.

AUTHORISED AND UNAUTHORISED ABSENCES

- The school is obliged by law to differentiate between authorised and unauthorised absence.
- It is important to be aware that a letter or any form of communication from a parent/carer with school does not in itself authorise an absence.
- Only if the school is satisfied with the validity of the explanation offered by the communication will constitute the absence being authorised.
- Where a number of absences have developed into a pattern of concern or if your child is at risk of becoming a Persistent Absentee, a parent/carer may be asked to provide medical evidence to support future absences, or if they have reason to believe that the absence is due to an unauthorised holiday in term time.
- There may be times when your child has to miss school because they are ill, in which case you should contact the school on the first day of absence before 9.30am to inform the school of the absence and the reason for such absence, ensuring you are specific with what is keeping your child from attending.
- Children may have to attend medical or dental appointments in school time, (where possible always ask if appointments can be made after school) but routine appointments should always be made out of school hours.

**Most medical/dental appointments do not require a full day of absence from school and therefore school are unlikely to authorise anything but a morning or afternoon session for such appointments.*

CAN ATTENDANCE MAKE A DIFFERENCE TO EXAM RESULTS?



THE LAW

- All children who are aged between 5 and 16 years are entitled to an appropriate, full time education (from the term after their 5th birthday – last Friday in June of Year 11).
- Parents/carers are responsible for making sure that their children regularly attend the school at which they are registered. The Local Authority has to make sure that parents/carers fulfil this responsibility.

WHY IS IT MY RESPONSIBILITY TO ENSURE MY CHILD ATTENDS SCHOOL?

- As a parent/carer you are committing an offence if you fail to ensure your child attends school regularly.
- Failure to secure your child's regular school attendance can result in your prosecution.
- Prosecution can be through the Magistrate's Court under Section 444(1/1A) of the Education Act 1996 or by the issue of a Penalty Notice under Section 23 of the Anti-Social Behaviour Act 2003. There is no statutory right of appeal against the issuing of a penalty notice and penalty notices are issued to each parent/carer and any person identified as having responsibility for ensuring the child attends regularly.

WHAT DIFFERENCE DOES IT MAKE IF MY CHILD ARRIVES LATE TO SCHOOL?



Lateness = lost learning – minutes amount to days!

It is a legal requirement that your child is registered for both a morning and an afternoon session.

Taking your child to school and escorting them onto school premises is the easiest way to guarantee your child is arriving on time.

If your child misses a registration the absence will be put down as an unauthorised absence.

Minutes lost each day	Days per school year
5 mins	3 days
10 mins	6.5 days
15 mins	10 days
20 mins	13 days
30 mins	19 days

WHAT SHOULD I DO IF MY CHILD IS OFF SCHOOL?

If your child is going to be absent from school then you should let the school know as soon as possible. If your child has been absent due to an unexpected event such as bereavement or illness then you must also let the school know on the first day of absence in accordance with the school's attendance policy and continue to keep them updated throughout the absence.

All schools must record details of pupils' attendance and absence at school. They do this at the beginning of morning and afternoon sessions.

The school will then record the absence. If you fail to notify the school as to why your child has not been present then the school may record that period of absence as being unauthorised.

The School Attendance Team has access to all attendance information for each pupil and if your child is missing school without a satisfactory reason, school or their Attendance Officer may contact you to discuss why and to support improved outcomes.

HOW CAN I HELP?

- **Be ready** - make sure children are ready and prepared for school with all their uniform, books and equipment they need.
- **Be careful about breakfast** - children of all ages need a nutritious breakfast. Snacks, sweets and drinks that are high in sugar or salt and full of additives are not a good enough start to the day.
- **Be on time** - being late to school is upsetting for the child and disturbs the class and the teachers, delaying everybody's readiness to learn.
- **Be interested** - make sure you have time to talk to your child about school each day and find out what homework needs to be completed.
- **Be positive** - from time to time problems in school may occur with other children, staff or with the work. Your child will need you to reassure that the school and you will work together to give them the right support.
- **Be clear with school** - if your child is too ill to attend school then contact the school on the first day of absence and keep the school informed.
- **Be firm** - unless your child is too ill to attend then they should be in school. Do not allow them to stay at home to avoid challenges they are facing in school, work with school to resolve these ASAP
- **Be aware** - that you should not take your child out of school for a holiday during school term time.
- **Be available** - let the school know how you can be contacted including any emergency contact numbers for you, relatives or friends.
- **Be supportive to the school** - make sure your child follows the school rules and that you are clear about the school's expectations, policies and procedures about, for example, behaviour, uniform and attendance to avoid any unnecessary conflict.
- **Be informed** - how would you know if your child was missing school and how will you find out about your child's progress in school? Find out the school's procedures and attend Parents' Evenings.
- **Be involved** - speak regularly to your child's key staff. Pupils need to know that there are good links between parents and the teachers.

WHO CAN I TALK TO FOR HELP IN MAKING CHANGES AND IMPROVING MY CHILD'S SCHOOL ATTENDANCE?

- All schools have a variety of different people who can help you and your child sort out issues that are affecting school attendance.
- Contact the school and ask to speak to someone as soon as you suspect your child may be unhappy or missing school. They may be struggling with personal and/or school issues. Lots of different people are employed directly by schools, such as Learning Mentors, Inclusion Officers or Attendance Lead to help you and your child through any challenging times in your child's educational journey.
- The School's Nursing Service, Early Help Workers and of course, the Attendance Officer assigned to your child's school, can also offer help.

PLACES I MIGHT GO FOR HELP

LOCALLY

Wuu2

A website for young people in Salford aged 11-9 with activities, events, news and videos
<https://www.wuu2.info/>

IYSS

IYSS offers youth work and targeted sessions,
<https://www.salford.gov.uk/children-and-families/youth-service/youth-work-in-the-community/>

42nd Street

Supporting young people with emotional wellbeing and mental health.
<https://www.42ndstreet.org.uk/>

NATIONALLY

Childline

Childline comforts, advises and protects children 24 hours a day
0800 1111 (24 hours) www.childline.org

YoungMinds

YoungMinds is the UK's leading charity championing the wellbeing and mental health
www.youngminds.org.uk

The Mix

The Mix provides information, support and listening for people under 25.
0808 808 4994 (24 hours) www.themix.org.uk