

Regular School Attendance



Regular school attendance means

- Attending school every day
- Arriving at school on time
- Attending every lesson
- Attending every lesson on time



This document is for you as a parent / carer and shows how attendance is crucial to ensuring your child's success. Your child deserves the best education possible!

Regular School Attendance

- Every lesson really does count for your child. Children can fall behind quickly if even one day is missed.
- Catching up even a little lost time from school can be really difficult.
- Good attendance is linked to achievement, better relationships with other students and better overall behaviour in school.
- Supports your child in maximising their potential.

- Medical appointments during the College day - Students, who need to leave during the College day must bring a letter from home and/or an appointment card. Students should bring the note from home to the Attendance Assistant when it is time for them to sign out. Students should sign back in at the Attendance Office on their return. We would encourage all appointments to be made out of College hours, so as not to impact on your child's learning.
- Good attendance is not just about what happens in school – absence when your child is young can limit their future opportunities and can establish bad habits for work and life.
- Whether your child is absent for a morning/afternoon or a whole day, or you have trouble getting him/her to school, talk to us, we try to help.

How can you help your child?

- Ensure your child is fully prepared for school each day – confirm they have organised their school uniform, equipment, homework, PE kit, dinner money, etc. the night before.
- Show your child that you think school is very important – ultimately attendance at school will shape achievement and later opportunities.



- Ensure your child attends school every day and arrives on time, in order to keep up with school work.
- Praise your child's achievements.
- Get them into good habits early on.
- Recognise that children can get into bad habits from an early age which can be difficult to break later.
- Contact the school on the morning of any unplanned absence. Call the absence line 01435 866066 dialling 3 for student absence. or email attendance@heathfieldcc.co.uk
- Encourage your child with school work.
- Let the school know if there are any problems or changes.
- Do not keep your child at home if you or your child are worried or have a problem. The best way to support your child is to ask for a meeting with their Head of Year to explain difficulties and to address any problems. The more time your child is absent from school the harder it will be for them to return.



Why must your child go to school regularly?

You have a legal duty to ensure regular school attendance. This will help your child to have the best possible start in life.