

## How can we help?

Your children are very important to us all and deserve the best possible education.

**But** sometimes things go wrong.

Every school has an Early Intervention Key Worker whose job it is to work in partnership with you and the school.

We can offer help by providing advice on any related problems your child has.

The service is totally:

- confidential
- free
- non-discriminatory

## How to contact us

Head Teachers and pastoral staff can be contacted at your child's school.

Early Intervention Key Workers can be contacted via the school or directly on:  
Tel: **01204 338173**

# Promoting good attendance



Information for parents

Improving attendance  
Raising achievement

**Bolton**  
Council

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Council

# What is your duty?

## The law

You are legally responsible for:

- ensuring your children receive full time education
- their regular attendance at school

As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a penalty notice or being taken to court.

The Local Authority may decide to prosecute a parent. If this happens:

- Parents can be fined up to £2500 or imprisoned for failing to ensure that their child attends school regularly.
- Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme, usually a parenting class.
- A penalty notice of £60 may be issued by the Local Authority as an alternative to prosecution. This rises to £120 if unpaid after 28 days. Failure to pay will normally lead to prosecution.

# What can you do?

## The facts

If your child is absent from school you must:

As early as you can on the first day of absence

- phone the school, or
- send a note, or
- call at the school

When your child returns to school always send a signed note which should:

- be dated and
- give the reason for absence

The reasons your child should **not** be kept away from school include:

- to look after brothers or sisters
- to mind the house
- to visit relatives
- for long weekends
- for shopping trips
- for birthdays

# Working together with your school makes a difference for your child

Help your school to ensure that:-

- rules are observed
- discipline is maintained
- other pupils and school staff are respected
- all tasks and homework are completed
- your school's buildings and facilities are cared for

Your school will inform you of:

- the daily starting and finishing time
- term and holiday dates
- other days when the school will be closing

Your school will inform you if:

- your child is not attending
- your child is frequently late
- homework is not being completed