

# A guide to parents/carer's rights and responsibilities on attendance issues.



## **It is your legal responsibility to ensure your child attends school every day**

Being in school every day means your child is:

- more likely to do well and be successful
- less likely to get into trouble or “get in with the wrong crowd”

## **WHAT PARENTS CAN DO TO HELP THE SCHOOL**

If your child is ill, telephone the school on the first day of absence by 9:15am.

When your child returns to school, give him or her a note for the teacher saying exactly why and when they've been off school.

If you need to keep your child off school to see a doctor or a dentist,

- try to arrange an appointment after school or during a school holiday/in-service day.
- let the school know in advance of any appointment during the school day
- keep your child off school for as little time as possible

Tell the school immediately whenever

- you change your address
- you change your telephone number including your mobile telephone number
- your emergency contact person changes address or telephone number

## **FAMILY HOLIDAYS**

Dundee City Council does not normally authorise holidays being taken during term time as your child will miss out on important lessons and that can affect progress. We follow the Scottish Government's guidelines on family holidays and routinely record them as unauthorised absence.

We accept that there are very occasional times when a family holiday during school term time is unavoidable. For example, an employer may insist you take your annual leave at a specific time. If this affects you, we would expect parents/carers to produce a letter from the employer.

If you feel there are special circumstances, please make an appointment with the Head Teacher.



## **WHAT THE SCHOOL WILL DO TO HELP YOU**

If your child is absent and you do not contact the school to tell them why your child is not at school, the school will send you a text message in the morning on the first day of absence. The school will send a message daily until you tell them why your child is absent. If the school has no telephone contact number, a letter will be sent to your home.

If absence continues with no explanation from you, an Education Resource Worker from our School Community Support Service will make contact with you at your home.

If the school thinks that your child may be truanting, the school will contact you to discuss this.

If you think that your child may be truanting, please contact the school.

The school's Education Resource Worker will visit you to discuss your child's attendance and share concerns with you.

A plan to support your child's attendance at school will be agreed between you, your child and the school. It is important that parents and school work in partnership as a child may be at risk of harm when truanting.

When the school is concerned about your child absences...

- School staff will write to you to say why they are concerned and ask you to meet with them.
- When there is concern about medical absence a referral could be made to the School Health Service who will meet you and your child to offer support/advice.
- Between you and the school, a plan will be agreed that will support your child's learning during prolonged absence from school due to illness.
- When absence is not because of illness, the school will support you to help your child improve his/her attendance at school. If appropriate and in discussion with you, a referral could be made to the School Community Support Service.



## SCHOOL COMMUNITY SUPPORT SERVICE

### Who are we?

We are Education Department support staff with backgrounds in Social Work, Teaching, Community Learning and Development and Education Welfare, working together to support young people and their families to have equal opportunity within the education system.

### What can we help with?

If you are having any difficulty concerning education provision, or someone you know has difficulty, please contact us. The School Community Support Service and its partners can work with parents/carers on:

- attainment & learning
- non attendance
- exclusion
- encouraging positive behaviour

- additional support needs
- children's panel
- behaviour management
- keeping children safe

- liaison with other agencies
- rights and responsibilities
- bullying

### What can you expect?

You can expect a member of this service to meet with you in order to discuss your situation in more detail.

Throughout our involvement you can expect professional support and advice and to be informed of progress.

### REMEMBER

Your child needs to be at school to get the best from his/her education. Together we can help your child succeed.

### ATTENDANCE HELPS ATTAINMENT

How can you contact the School Community Support Service?

Duty Officer is available 0900 hrs - 1700 hrs 6 Kirkton Road, Dundee DD3 0BZ

**Tel:** 01382 307130 **Fax:** 01382 828973

**Email:** school-community.support@dundeecity.gov.uk

If you have difficulty understanding English please contact the address below:

### Dundee Translation & Interpretation Service

Central Library, The Wellgate, Dundee DD1 1DB

**Tel:** 01382 431563 or 431542

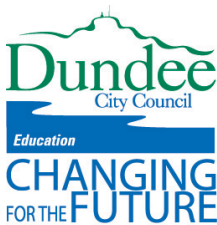
**Email:** translation@dundeecity.gov.uk



### STAY SAFE

For details / information about How to Keep Your Child Safe when using Technology please contact the Community Safety Team, Derwent Avenue, Dundee, DD3 0BW.

**Telephone** 01382 436333 or **e-mail** carole.jenkins@dundeecity.gov.uk



### We can provide this information in large print or in another format that meets your needs.

<b>Chinese</b>	欲知詳情，請致電：01382 431563
<b>Russian</b>	Более подробную информацию можно получить позвонив по телефону: 01382 431563
<b>Urdu</b>	مزید معلومات کے لئے براۓ مہربانی 01382 431563 پر فون کریں۔
<b>Polish</b>	po dalszą informację zadzwoń pod numer 01382 431563
<b>Other formats</b>	For more information please phone 01382 434503.