

# Attendance Improvement Management Service

## What you can do

Make school attendance a priority

- Talk about the importance of going to school everyday, make that your expectation.
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to make dental and medical appointments during the school day. Try to avoid taking holidays during term time.
- Don't let your child stay home unless they are truly sick. Complaints of headaches or stomach aches may be signs of anxiety.

## Absences can add up before you know it

**90%** attendance = **½ day missed** every week!

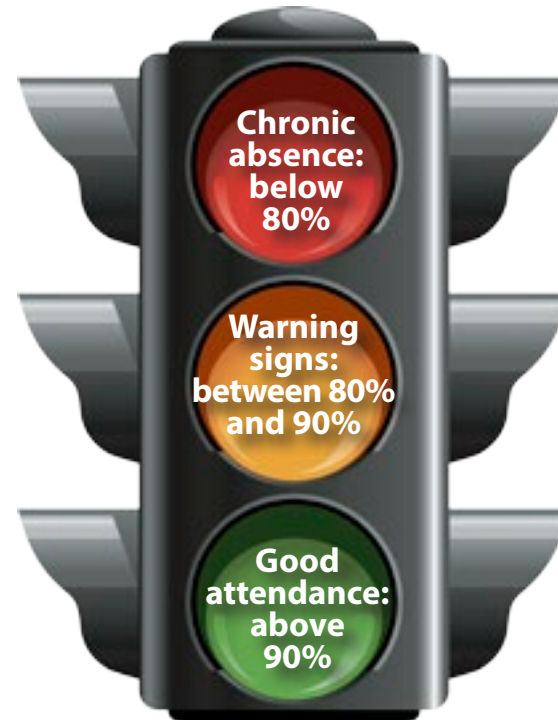
**1 school year** at **90%** attendance = **four weeks** of lessons missed

**90%** attendance over **five years** of secondary school = **½ school year** missed.

## Communicate with the school

- Get to know the school's attendance policy
- Talk to teachers if you notice sudden changes in behaviour. These could be tied to something going on at school.
- Check on your child's attendance to be sure absences are not piling up.
- Ask for help from the school if you are having difficulty getting your child to school.

## When do absences become a problem?



## Information for parents/carers

Children & Young People Team (CYPT)  
Bathgate Partnership Centre  
South Bridge Street, Bathgate

[cypt@westlothian.gov.uk](mailto:cypt@westlothian.gov.uk)  
01506 282948

## AIMS

The AIMS (Attendance Improvement Management Service) team within CYPT will raise the profile and priority of attendance issues with a focus on early intervention, transition, individual and group work approaches.

We will work in partnership with our schools and families to support West Lothian Council's Attendance Policy.

The objective of the team is to improve attendance levels and raise attainment and life chances for the young people in West Lothian. The outcome is to reduce the amount of cases that are referred to the Children's Reporter. We will offer targeted and specific individual and group work programmes for children and parents/carers.

### Five Stages of Intervention

- Stage 1 90% attendance – letter of concern from school
- Stage 2 No improvement – meeting in school with parent
- Stage 3 Continued drop – referral to CYPT
- Stage 4 No Improvement – Integrated Assessment Meeting
- Stage 5 No further improvement or Engagement – refer to area attendance group with option to refer onto The Children's Reporter

As a parent **you are responsible** for getting your child to school and making sure your child develops the habit of regular attendance.

**Attendance matters** for doing well in school and in life. Starting with good habits in pre-school and nursery. Studies show too many days off in nursery and P1 can cause children to miss out on the essential building blocks for literacy and numeracy and this can cause them to struggle later in their school years.

It doesn't matter if these absences are excused or unexcused. They all represent lost time in the classroom and a lost opportunity to learn.

Absences can affect the whole class room, if the teacher has to slow down teaching and learning to help children who are always absent to catch up.



For younger children, you can set a regular bedtime and morning routine. Make sure that they get 9 to 11 hours of sleep. You can lay out clothes and pack school bags the night before.

For older children, you can help set homework and bedtime routines that allow for 8 ½ and 9 ½ hours of sleep. Make sure that when the lights go off, so do the phones, TVs, video games and computers.

Get to know the teachers and school staff. Get to know the key staff and who you need to contact if there is a problem.

Above all, set an example for your child. Show them that attendance matters to you and that you won't allow an absence unless they are truly sick.

Attendance at school has a huge impact on a pupils success starting in nursery and continuing right through to high school. Even as children grow older and more independent, families play a **key role** in making sure pupils get to school safely every day and understand why attendance is so important for success in school and beyond.