

School Attendance Matters

Camden Education Welfare Service
Crowndale Centre
Upper First
218 Eversholt Street
London
NW1 1BD
Tel: 020 7974 7162
www.camden.gov.uk

Absences

- If your child is going to be absent from school for any reason, you must inform the school immediately
- Ask yourself – does my child really need to be out of school today? They will be missing important lessons!
- If your child is ill, you should keep them out of school for the shortest possible period
- Refer to the school's guidance if your child is unwell
- When your child arrives to school after the close of registration – This is legally an unauthorised absence
- Should your child's attendance fall below the required level of the authority, you may be referred to the school's Education Welfare Officer. This may result in a Penalty Notice being issued. These notices are £60.00 per parent/s, per child, rising to £120.00 if unpaid within 21 days.

Checklist

- Have you made every effort to make sure your child is in school today? Remember you are legally responsible in ensuring that your child attends school every day and on time
- Did you inform the school if your child was unable to attend school today?
- Have you asked for permission before taking your child on leave during term time?
- Have you taken every effort to arrange medical appointments outside of school hours?
- Make sure your child returns to school before or after any medical appointments
- Are you ensuring your child arrives to school on time, every day? Every minute counts!