



Brechin High School

Attendance and Lateness Procedures

[Article 28](#) (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

May 2023
Review November 2023

Rationale

Maintaining accurate attendance records and responding to pupil absence is vital to safeguarding our young people and raising attainment. To achieve high standards we need to work consistently to support our pupils to meet our high expectations. Effective learning and teaching also depends upon a foundation of good working relationships between pupils and staff, between pupils, and between staff.

Vision

Brechin High School will be recognised as a centre in excellence and wellbeing, where only the best is good enough.

Aim

The aim of this policy is to support both staff, families and pupils to understand expectations and importance of attendance. Parents/carers are responsible for ensuring that their children attend school regularly and arrive on time.

Employers, universities, colleges and trainers expect high standards of punctuality and attendance and we are often asked to comment on these qualities in pupil references.

Daily Check-In

All pupils should be welcomed into check-in in a positive manner, with a smile.

The check-in teacher is responsible for:

- Getting to know each pupil and being the first line of pastoral support for each pupil in their registration class.
- Completing the registration register with accuracy. Check in registers must be completed before the end of check in. If a pupil is not present at registration TBC should be entered.
- Arranging permission for anyone with an appointment who has brought a parental note asking for permission to be granted. Check In teachers should email the office with this information. Parents/carers may choose to contact the office directly too.
- Checking anomalies on SEEMiS from the previous day for their registration class which will show if a pupil has been absent from any of their classes.

Checking Attendance from the Day Before on Seemis:

- Go to Application
- Go to Attendance
- Go to Attendance Check
- Go to Anomalies Report

- Filter class by Reg Group
- Set the From and To dates to the day before
- Select Periods 1-7
- Click the grey arrow beside the periods and select 'Yesterday'
- Change the dot below from 'discrepancies' to 'queries'
- Click 'New List' and attendance will be displayed.

In the first instance the check-in teacher should have a tactful discussion with the pupil about why they were not in class. This may progress to needing PTPCS support at the judgement of the check-in teacher or if patterns emerge. If a pupil has been absent all day, without a parental phone call, a note should be asked for from their parents/carers explaining the absence. If no note is produced at the second time of asking the pupil should be sent to PTPCS who will contact home.

- Passing on information to the class as and when relevant.
- Issuing any letters/collecting in any returns that are required and returning these to the relevant member of staff.
- Checking uniform standards.

Period 1

- Period 1 registers must be completed by 9.15am to allow Groupcall to go out at 9.30am

Late Coming procedures

- Pupils should be on time for check in at 8.55am and for afternoon school at 2.10pm
- Office staff will contact home about pupils who have not appeared at school without home letting us know not to expect them.
- If a pupil arrives after check in, they should sign in at the school office. The office staff will amend the SEEMiS register to reflect that the pupil was late. The pupil will be given a late slip to hand to their class teacher when they sign in late.
- All staff are responsible for ensuring that SEEMiS attendance is accurate. Class teachers should complete the register each lesson, staff who work with small groups or individuals must ensure that this is recorded on SEEMiS, or that an Extraction is recorded.
- Office staff will identify period by period anomalies once registers are completed, and contact home by groupcall to alert home to pupils who are not where expected. Please note - if we persistently get this wrong because of inaccurate registration this will cause us difficulties with communication home.
- If a pupil is late for class without a genuine reason please follow the Relationships and Behaviour policy. Please ensure PTC and PTPCS, as appropriate, are involved

for persistent lateness so that home can be alerted and any underlying issues can be tackled.

Following up on Attendance

Initial responsibility is with the class teacher who is responsible for every pupil on their class list.

- If a pupil truant a class, please use the Relationships & Behaviour policy. Please ensure PTC and PTPCS, as appropriate, are involved so that home can be alerted and any underlying issues can be tackled.
- If a pupil refuses to enter a class, they should be encouraged and supported to do so, or perhaps good neighboured nearby.
- If this is unsuccessful, the PT Curriculum should be contacted for support. If there continues to be an issue with attendance, the PT Curriculum, class teacher and pupil should have a restorative meeting in which action points are identified to support all.
- If a pupil walks away from a class teacher, the PT Curriculum should be contacted. This will then escalate to PT PCS / SLT if a solution cannot be found.
- If a persistent problem becomes apparent PTPCs / PT ASN / ASN teaching staff as appropriate should be alerted to support the pupil to find an appropriate way forward.

Information for Parents

Parents should follow these procedures:

- if your child is ill please phone the school between 8.30am and 9am on the first day of his/her absence
- if your child becomes unwell at lunchtime and is unable to return to school please inform the school before the beginning of the afternoon session
- when you contact the school please indicate if possible how long you expect your child to be absent
- If your child has a planned absence for appointments such as doctors, dentists etc, please contact the school at the earliest opportunity to let us know the date and time of the absence.

If a child does not arrive at school, and there is no reasonable explanation provided for his/her absence, staff will investigate their whereabouts and safety. Parents have 3 days to inform the school of the reason for their child's absence.

Parents are asked to ensure that home and emergency contact numbers are kept up-to-date.