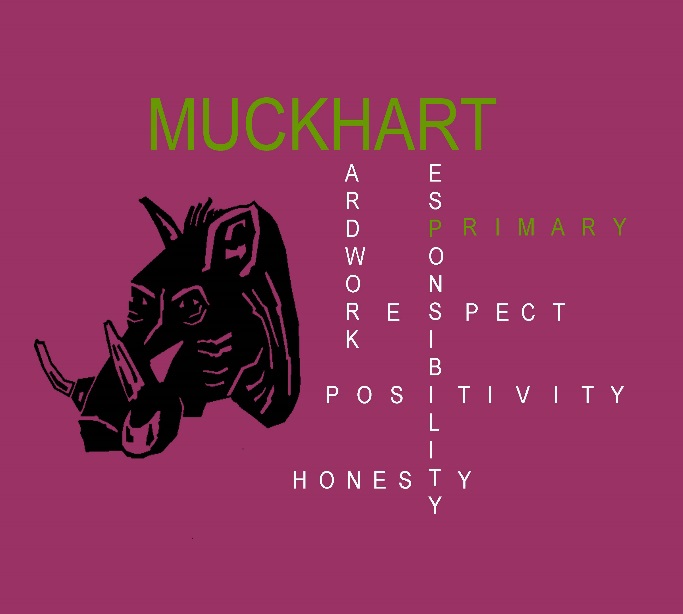
**Muckhart Primary School**

**Attendance and Lateness**

**Information for Parents and Carers**

Attend Today to Achieve Tomorrow

**Attendance Policy**

Importance of Attendance

Most children go to school every day and enjoy it. Some children have problems from time to time. This could be for a variety of reasons. It is very important that children attend school regularly so that they make the most of the learning opportunities available to them and therefore achieve the most they can in life.

The total number of days at school each year is 190. Losing even a few of these days can have an effect on the learning of children. Missing lessons means gaps in knowledge and skills which can be hard to fill later. This is why attending school is crucial.

We aim to reduce the amount of unnecessary absences from school by offering to help children and their families. The key to this is good communication between school and home, ensuring that any problems are tackled promptly.

Attendance and the Law

All schools are required to monitor pupil attendance by law.

All schools are required to submit attendance and absence figures to Clackmannanshire Education Service in the first instance and also to the Scottish Office.

Improving Outcomes Managers monitor all schools on a weekly basis and these figures are discussed at Quality Assurance meetings.

Attendance data is tracked and monitored at school, authority and Scottish Government level. In our school the Head Teacher monitors the attendance daily and tracks attendance monthly. Letters are sent out to parents/carers whose children’s attendance is causing concern or where patterns of absence have been observed.

Administration

In the event of illness, parents/carers are requested to contact the school office by telephone – 01259 781356 – or by email [muckhart@edu.clacks.gov.uk](mailto:muckhart@edu.clacks.gov.uk) (not to the Head Teacher’s email as the HT may not be in school or able to check email accounts) This information should be relayed to the school by 9.15am

If the school office have not heard from parents/carers by 9.45am and a child is missing from school, the school administrator will contact the parents/carers. If no contact can be made then the Head Teacher may decide to make a home visit or contact the School Home Link Officer.

Late Arrivals

All late arrivals should report to the school office and details will be entered into the Late Log. Lateness is a major issue for many families and can have a significant impact on the child’s learning as well as disrupting learning for others and setting a poor example for later life.

**Absence Requests**

Where children are required to be absent from school for a short time during the day such as a hospital appointment then parental permission must be provided with clear collection arrangements. This should be emailed to [muckhart@edu.clacks.gov.uk](mailto:muckhart@edu.clacks.gov.uk) or a letter sent in to school. Ideally planned dental appointments and the like should be arranged for after school.

In the case of planned longer term absence e.g holiday, parents/carers must notify the Head Teacher **in writing or by email** [cllmcglinchie@glow.sch.uk](mailto:cllmcglinchie@glow.sch.uk) Holidays during term time should be avoided and cannot be authorised by the Head Teacher and will be recorded as unauthorised absence.

In Muckhart Primary, we have agreed the following for reporting attendance:

100% - Excellent

95% and above – Good

90-95% - Satisfactory

Below 90% - Cause for concern

Cause for concern:

Most children have few difficulties and are rarely absent. Sometimes poor attendance is due to poor health. Whilst we understand that children will be absent when poorly, we do expect your child to be here all other days. Individual pupil attendance is expected to be no less than 95%.

90% attendance means the loss of 1 month of schooling across the session!

Where a child’s attendance is a real cause for concern the school will have regular meetings with the family and interventions will be put in place. Where these interventions are unsuccessful, a report may be submitted to the Children’s Reporter.

Thank you for your co-operation in ensuring our children attain to the highest standard possible.



March 2018