**​​ Monitoring Attendance**

At Annanhill we ensure that attendance of pupils is monitored closely.

We aim to engage with parents/carers as early as possible to support any worries and concerns around attendance.

If a child’s attendance drops below 90%, our Senior Management Team will begin to monitor by doing the following:

* Look at the background of the pupil through exploring pastoral notes, discussion with teachers, discussion with pupil if appropriate, and any additional support need information.
* Where there is an area for concern, initial conversation with parent will take place over the phone and discussion of supports to eliminate any barriers to attendance. This will be monitored over 2-3 weeks.
* If attendance continues to fall, parents will be invited into the school to have an informal meeting to discuss next steps this is to support the family. If support from outside agencies is required for example: Financial Inclusion Officer, Homelink, or social work, a more formal Team With The Family (TWTF) will be arranged.
* Time will be given for actions to be followed from the TWTF this will be dependent on each individual situation.
* If no improvement and attendance continues to fall without due cause, there may be a need for a report to be sent to the Children’s Reporter through SCRA to support the pupils attendance as it will now be having an impact on wellbeing and learning.