



## Attendance and Time Keeping Policy

### Attendance

Barrhead High School is committed to delivering a high quality educational experience, which meets the needs of our young people. The impact on a young person who fails to attend school must not be underestimated. Attendance is not only a moral obligation but a legal requirement, it is shared by those who have a responsibility for the care and welfare of young people.

Barrhead High School works hard with young people, their families and partner agencies to ensure school is a safe and welcoming environment that encourages all young people to achieve their full potential. Attendance at school is one of the key factors which will help a young person develop their knowledge, skills and understanding as they prepare themselves for life beyond school.

### Why is school attendance important?

- Good school attendance is more likely to lead to academic success. Academic success can open up an array of exciting future pathways.
- Good school attendance will help develop a young person's relationship with their peers opening up opportunities to make friends and to be involved in clubs and activities.
- Good school attendance will help to develop a young person's relationship with their teachers, people they can trust and who will go the extra mile to ensure they fulfil their potential.
- Good school attendance is one of the key factors affecting a person's employability.

### School Responsibility

- Accurately record attendance and follow attendance procedures – see below.
- Discuss any attendance concerns with parents/carers and seek solutions.
- Seek advice and support from partner agencies where appropriate.

### Parental Responsibility

- Stress with your child the importance education can play in the future life choices of your child.
- Only allow your child to be absent from school if they have a valid reason; staying off school for things such as birthdays, concerts, taking a full day for a minor appointment are **not** valid reasons.
- Talk to us if you have any concerns about your child at school. We might not always have the answer but we can direct you to services who will help.

### Pupil Responsibility

- Arrive on time for classes ready to learn.
- Do not leave school without seeking permission from your pastoral teacher or year head.
- Only take time off from school if you are genuinely unwell or have a valid reason.
- Speak to your pastoral teacher if you require to be absent for any reason.
- Speak to your pastoral teacher if you have any concerns about school. We are here to help.

### Attendance – Recording of Absences

- If a young person requires to be absent from school due to a family holiday outwith term time parents/carers are required to advise the school in writing. Only under exceptional circumstances will a family holiday be authorised during term time.
- If parents/carers request that their child be given permission to attend, for example, a training session, religious observance or an event not organised by the school the Head Teacher will evaluate the merit of each request on a case by case basis.

### Absence Stages

Below lists the 4 stages to address attendance concerns.

#### Stage 1

When a young person's attendance has fallen to **95%** parents/carers will be issued with a Stage 1 letter highlighting our concerns.

#### Stage 2

Where a young person's attendance has fallen to **90%** parents/carers will be invited to attend a meeting to discuss the reasons for non-attendance and to identify possible supports.

#### Stage 3

Where a young person's attendance has fallen to **80%** parents/carers will be invited to attend a meeting to discuss the reasons for non-attendance and to identify possible supports. A representative will also attend this meeting from the Social Work Department.

#### Stage 4

Where a young person's attendance has fallen to **70%** and shows no signs of improvement the school will refer the matter to the Children's Panel for consideration by the Reporter. The purpose of this referral will be to examine whether a compulsory supervision order is necessary.

#### N.B.

A young person's personal circumstances will always be taken into account when determining attendance stages.

If a young person averages more than 3 periods of absence during a merit window they will automatically be removed from the merit reward list.

### Late Stages

Below lists the 4 stages to address late coming concerns.

#### Stage 1

If a young person arrives late for school but arrives during period 1, parents/carers will receive a text message. Anyone who arrives after period 1 will receive a call home to advise the time they arrived.

#### Stage 2

If a young person is late for school on average of more than once per week during a merit window they will be removed from the merit list.

#### Stage 3

Where there is no significant improvement a letter will be sent to parents/carers.

#### Stage 4

If there is still no significant improvement in a young person's late record, despite the above measures, parents will be asked to attend a meeting in school to discuss.

**N.B.** Any young person who continues to arrive late for school may face sanctions such as after school detention to catch up on work missed.

**Article 28:** All children have a right to an education and should be encouraged to go to school to achieve the highest level they can.