

Concerns regarding Non-Attendance

Children's attendance at school is recorded twice daily and monitored across the school on a regular basis.

Where a child's attendance level gives cause for concern, a letter will be sent to parents to advise of concerns and to offer any support needed to help improve the situation.

At times, where there are ongoing concerns about attendance it might be helpful to meet to talk about the problems and to find solutions.

The Education (Scotland) Act 2016 places a duty on parents to provide education for their children. Education Staff are empowered to refer the child to the Children's Reporter where there are significant concerns regarding a child's non-attendance at school.



Crookfur Primary School & Nursery Class



Attendance at School

**A guide for parents and
carers**

Attendance at School

The school year for pupils comprises 190 days attendance at school.

At Crookfur Primary School we firmly believe that achievement and attainment are supported by high levels of school attendance. We are proud of our current three year average attendance of 96.9%.

Authorised Absence from School

If you wish your child to leave school early, for example for a dental appointment, please send a note or e-mail to school and report to the School Office to collect your child at the relevant time. A record of children leaving school is kept there.

If your child is going to be absent because they are ill, we ask that you phone the school office by 9.15am. The phone lines are open from 8.30am.

If your child is not in school and we do not have a record of a planned absence or appointment we will contact you.

Naturally, there may be occasions when parents/carers ask that their children are given permission by the head teacher to attend events during the school day e.g. family weddings. These requests are considered on a case by case basis to determine whether authorisation should be given by the school.

Examples where absences would be authorised include:

- meetings prior to and in court;
- attendance at, or in connection with, a Children's Hearing or Care Review, or appointment with another service provider, e.g. Social Work;
- religious observance;
- bereavement;
- weddings or funerals of close family members;
- arranged absence in relation to children in gypsy/traveller families;
- participation in non-school debates, sports, musical or drama activities agreed by the school;
- exceptional domestic circumstances e.g. following a domestic crisis causing serious disruption in the family home e.g. temporary relocation

Family Holidays during Term Time

Most family holidays taken during term time are categorised as unauthorised absence. There are a few exceptional circumstances where an absence may be authorised depending on individual circumstances. These may include, for example, a family holiday which is important to the well being and unity of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the "authorised absence" category will **not** include reasons such as:

- the availability of cheap holidays;
- the availability of desired accommodation;
- poor weather experienced during school holidays;
- holidays which overlap the beginning or end of term;
- parental difficulty obtaining leave (local judgement is applied where it is evidenced that leave cannot be obtained without significant consequences e.g. parents who serve in the armed forces).

Family holidays with the above and similar circumstances will be classified as unauthorised absence and recorded as "Parental Holiday". In the case of absence due to family holidays, we will not provide class work for children. On the child's return however, it may be that additional work is required to be completed or some additional support provided.

Extended leave with parental consent

Although most family holidays will be recorded as unauthorised absence, extended leave with parental consent will not be considered the same as a family holiday. Extended leave with parental consent will be recorded separately from the above figures and include circumstances such as:

- extended overseas educational trips not organised by the school;
- short-term parental placement abroad;
- family returning to its country of origin (to care for a relative, or for cultural reasons);
- leave in relation to the children of travelling families.

In all cases, it is best that parents/carers contact the school in the first instance to discuss the reasons for the planned absence.