

Attendance at St Thomas' Primary School

We Value Love, Faith and Understanding



Reviewed August 2024

Attendance at School

Your child's regular attendance at school is extremely important.

Below is an indication of the correlation between the number of days missed and attendance percentages for each child.

Target attendance for each child is 96%.

Number of days missed	Attendance Percentage
0	100%
10	95%
19	90%
29	85%
38	80%
47	75%

Every effort should be made to avoid family holidays during term time as this both disrupts your child's education and reduces learning time.

All planned absences not related to illness should be communicated to the school in writing.

We understand that personal circumstances can result in lower attendance or regular late-coming and we are sympathetic to this.

If this is the case, please don't hesitate to contact us and we will work together with you in the best interest of your child.

Monthly analysis of attendance data leads to the identification of any child(ren) whose attendance falls below 90%. In this instance, **Attendance Letter 1** will be issued. This letter requests that contact is made with the school in order to discuss the reasons for absence and any supports that can be put in place for attendance to increase.

If there is no improvement, **Attendance Letter 2** will be issued. This includes a request for a face-to-face meeting to discuss measures that can be put in place and to agree an official attendance target and timescale for review.

Failing any progress following Steps 1 and 2, an individual support plan may need to be put in place. At every step, your child's wellbeing and education are at the heart of all dialogue and subsequent actions.

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Reporting an Absence

Parents/carers must inform the school by phone, e-mail or in person before 9am if their child is going to be absent from school.

Phone: 0141 570 7480, Email: schoolmail@st-thomas.e-renfrew.sch.uk

When you contact us to report your child absence you should be prepared to provide the following information: child's name, class, reason for absence and estimated length of non-attendance.

Failure to alert us to the absence will result in the school making contact with yourself and, if necessary, listed emergency contacts to ensure your child is safe at home.

If we fail to make contact with you before 9:30am you will receive a text message alerting you to your child's absence and requesting that you contact us immediately.

It is imperative that you ensure your contact details and that of your emergency contacts are kept up-to-date. This is not only for absence protocols but in case of emergency when your child is in attendance.

Plans will be made to conduct a home visit to determine the whereabouts and safety of your child if no contact has been made by 10:30am.

If we cannot verify your child's whereabouts by visiting the home, the police will be contacted and your child will be reported missing.

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Recording an Absence

Section 30 of the 1980 Education Act lays a duty on every parent of a child of school age to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education School and Placing Information (Scotland) Amendment Regulations 1993 requires each child's absence from school to be recorded in the school register in four different ways:

as authorised: i.e. approved by the authority including reasons such as sickness, religious observance and bereavement

Where possible, we ask that appointments (eg. doctor/dentist) are made out with school hours to maximise attendance at school.

as extended leave with parental consent (for example, when the family moves abroad for a short time)

as unauthorised: i.e. unexplained by the parent (truancy) or most family holidays during term time

as temporarily excluded from school

We would remind parents/carers of Health Protection Scotland's guidance on the following:

Children with diarrhoea and/or vomiting should not attend school until they have no symptoms for 48 hours following their last episode

Children with unexplained rashes should be considered infectious until assessed by a doctor

We ask that you contact the school if either of the above applies.

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The Role of Parents and Carers

Parents and carers are key partners in helping and supporting children's learning. We want the very best for our young people but we can't do this alone.

A basic responsibility in this is to ensure your child attends school regularly and arrives on time. In this way your child's opportunity for success is maximised by allowing him/her to keep up with the pace of learning and progress within the school. Trying to catch up through extra work at home is not as effective as direct teaching and enjoyment of learning. If a child misses out in their education this can have an impact on their self-confidence as well as hindering progress and success in school, ultimately impacting on their life chances.

Please ensure your child comes to school every day unless, of course, they are ill. This encourages good habits and best promotes learning and progress. Ensure your child arrives on time. This supports his/her day's learning and protects other children from disruption to their learning. Ongoing and multiple late entries to school results in learning loss over time.

Seek advance permission (in writing) for special occasion absence eg. weddings etc.

Regular attendance at school enables your child to:

Develop confidence

Develop self-worth

Make the progress they are capable of

Develop more social skills

Develop learning skills

Feel more included in friendships

Attending regularly and punctually also helps your child to value their education and is an important life skill – particularly for the world of work.

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Support and Resources

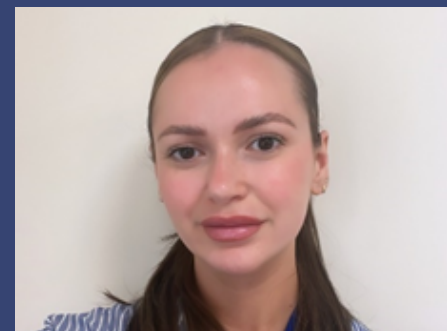
[Sleep Scotland](#)

[National Parenting Forum](#)

[Scottish Government Guidance](#)

[Included, Engaged and Involved](#)

Family First



“Hi everyone, My Name is Kerry and I’m part of the Family First team based in the Barrhead and Neilston communities.

Our aim at Family First is to provide support by working in partnership with families.

We can help and enable you to access local services, professional and voluntary, ensuring your child gets the best possible start in life.

We understand that families can run into difficulties - emotionally, financially or even physically that may prevent them doing the simplest of things. Whatever you'd like to speak about, I can offer support and advice on issues surrounding school (including attendance), health, home, money, parenting, additional support needs (with or without diagnosis) and confidence building.

I am also a trained sleep counsellor with Sleep Action and I’m happy to help with any sleep-related questions.

I will be based in or around Neilston on Fridays. If you would like more information about Family First please let a member of staff at St Thomas' know.

I look forward to getting to know you and your community more!”