



# Attendance, Engagement and Participation

## November 2023

### Attendance Guiding Principles

Attendance is defined as participation in a programme of educational activities arranged and agreed by the school.

#### All children in Benarty Primary School

- Have a right to an education
- Have the right to get the support they need to benefit fully from their education and fulfil their potential
- Need to be included, engaged and involved in their learning

#### At Benarty, we will actively engage with families to try to ensure that any barriers to good attendance are removed. We will:

- Involve – and not just inform families and do so as early as possible
- Develop positive relationships no matter how difficult and provide an inclusive ethos and culture that promotes good attendance
- Be aware of potential barriers such as language difficulties or cultural differences
- Ensure that communication is a two-way process
- Work collaboratively to promote and support good attendance
- Take an holistic view of the child and family
- Get to know the individual and individual barriers and listen to their views

#### Effective processes in school ensure that:

- There is a designated person responsible for monitoring attendance
- There is systematic and rigorous monitoring and recording of attendance including following up absence notes, Group texts and phone calls.
- There is an early, staged process of intervention to manage absence
- Proactive, personal contact is made with the families
- Pupil voice is embedded within the planning for improvement





- Staff collegiate opportunities to discuss the correct recording, monitoring, and understanding to ensure non-attendance issues are identified and acted upon

**To ensure there is a shared understanding of respective responsibilities it is anticipated that:**

- All families will be directed to the School Attendance Policy
- All requests for a child's attendance data is to be made through a Subject Access Request. Parents (including those from separated families with parental rights) can be provided with attendance information about their child as part of ongoing support for improving attendance
- Accessible Information detailing both parental and school responsibilities about attendance will be available on the school website
- High expectations about school attendance will be consistently communicated throughout the school year at Gatherings, in school newsletters, parents' nights, parent workshops etc.

**OVERVIEW**

Excellent attendance and timekeeping at school is important to ensure children have the opportunity to fulfil their potential and succeed. Excellent attendance allows the children in Benarty to benefit from:

- Teaching and learning
- Developing friendships and feeling included
- Developing a sense of responsibility
- Having their achievements recognised
- Building their confidence and self esteem
- Engage in physical activity





## Impact of absence on learning

Days missed (average)	% Attended	That equals	Which equates to	Over 11 years of School Education (P1- S4)	Which means the best a pupil might perform is....
<b>1 day per fortnight</b>	90%	20 days per year	4 Weeks per year	1 year	Equivalent to finishing in S3
<b>1 day per week</b>	79%	40 days per year	8 Weeks per year	2 years	Equivalent to finishing in S2
<b>2 days per week</b>	58%	80 days per year	16 Weeks per year	4 1/2 years	Equivalent to finishing in P6
<b>3 days per week</b>	37%	120 days per year	24 Weeks per year	6 1/2 years	Equivalent to finishing in P5

In the event of an absence, Families are expected to:

- Contact the school by telephone, groupcall number or by email to [benartyps.enquiries@fife.gov.uk](mailto:benartyps.enquiries@fife.gov.uk) to inform us of your child's absence on day one before 9.00am.
- In the event of being unable to communicate absence to the school, please respond to the GroupCall text message promptly, outlining the reason and expected duration of absence
- Encourage children to attend school wherever possible
- Contact the school by email/letter/phonecall if there is a holiday request during term time

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## First Day Absence

- Each absence requires explanation from a parent or other appropriate adult

- Any unexplained absence should result in the school contacting the parent that day to establish the reason for absence and the expected date of return of the learner

- If contact cannot be made with a parent the school should liaise with the emergency contact regarding the learner's absence. Priority should be given to contacting the parents of the most vulnerable learners first

Between 3-5 days consecutive unauthorised absence with no contact from home or explanation for absence





- Beyond day 1 – establish if a responsible adult has seen the learner
- If wellbeing not established continue to attempt contact with family home visit by appropriate professional
- No response from home visit – liaise with partner agencies for support to establish wellbeing

## The role of staff in Benarty Primary School

In school, it is critical that class registration is completed on time, and accurately. Errors may cause undue worry for families, and inaccurate information may impact on the appropriate supports being put in place and communication and relationships across the school community to be adversely effected.

Monitoring and tracking of attendance accurately is also an important part of ensuring we fulfil our legal responsibilities around safeguarding and child protection.

Teachers will therefore:

- Accurately record attendance on the SEEMiS system. If there is any issue with accessing SEEMiS complete paper register with a note of any absentees and have a suitable pupil take this information to the main office
- Respond immediately if the office reports an incomplete register - this is vital
- Ensure that SEEMiS is not shown on the screen due to ASN information tab/GDPR
- Update the Senior Leadership Team if a Care Experience or attendance-monitored pupil is not in class when they should be
- Accurately record attendance on the SEEMiS system before 9.15am in the morning and after lunch by 1.30pm.
- The office team will record lateness of any pupil that arrives after the completion of the register.





## Stages of Intervention

Attendance %	Days absent per session	Level of Attendance	Intervention	Action
100%	0 days	Excellent		
95%	9 days (nearly 2 school weeks)	Satisfactory	Communication with home - unexplained absences	
90%	19 days (1 month within the school session)	Poor	Communication with home – move to poor level of attendance	The designated person in school should make direct contact with home to explain that the learner’s attendance is causing concern
85%	27 days (more than 5 school weeks)	Very Poor	Additional Level Strategies/ CWP	<p>The designated person in school should make direct contact with home set up a meeting with family and pupil. Consider the location of the meeting as this need not be in school.</p> <p>Any barriers to school attendance should be clarified, with relevant problem solving and support offered to address these. Respective responsibilities to support attendance should be agreed.</p>

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Ambition

Success



Perseverance

Inclusion

Empower



				If there is no improvement within 2 weeks the school should contact home again to invite them to a planning meeting with SLT to discuss the continued poor attendance. This meeting should take the format of a Child Wellbeing Pathway (meeting and use the associated paperwork/review cycle).
80%>	36 days (more than 7 school weeks)	Unacceptable	Additional Level Strategies/ CWP	As above

### Roles & Responsibilities

It is essential that school attendance is seen as the responsibility of all.

Admin Team	Teaching Staff	SLT
Registration alerts, reminders.  Managing GroupCall  Updating registration with reasons for absence (Correct codes)  Recording Lates  Parental contact  Preparing absence reports.	Registration of pupils for all openings –9.00am/1.20pm  Query discrepancies and raise SLT awareness of patterns  Attendance analysis of own class(es)  Scrutiny/Support/ Encouragement / Challenge for learners.  Discussion with families as part of parent meetings	Scrutiny of absence and interventions.  Support and challenge for incomplete registers.  Pupil interventions.  Parental Contact for ongoing concerns  Link with cluster colleagues to identify familial issues

### Attendance on Educational Excursions





It is critical that attendance information is accurate for children on educational excursions.

Trip Coordinator must:

- Accurately complete EVOLVE, with the inclusion of a "Group List"
- On completion of EVOLVE, send participant list, with dates and times of the trip to the Office
- Take a register prior to departure
- Register must be given to the School Office prior to departure

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