



Carnock Primary School

Attendance Policy Updated January 2023

Introduction

“Attending and taking part in learning – wherever learning takes place – is fundamental to making sure that our young people become successful learners, confident individuals, effective contributors and responsible individuals.

Parents and carers are by far the most important influence on children’s lives and learning and it is parents and carers who are responsible for making sure their child is educated.”

(Scottish Government 2009)

We, at Carnock Primary School, understand that children become ill from time to time and that there can sometimes be underlying issues leading to gaps in attendance. We will always work in close partnership with our families to support regular attendance ensuring that the child’s wellbeing needs (Every child is **Safe Healthy Achieving Nurtured Active Respected Responsible Included**) are being met.

Procedures for monitoring attendance

In accordance with Fife Council Education Guidance on Attendance, Engagement and Participation, we have a clear staged intervention framework if there are concerns around any child’s attendance. If any parent/carer has issues around a child regularly attending school, they should speak to a member of staff so the family can be supported.

We have a duty to record attendance levels and be proactive in addressing any attendance levels which drop below nationally and locally agreed levels. The table below is based on Fife Council advice.

Attendance %	Days absent per session	Level of Attendance	Intervention
100%	0 days	Excellent	
95%	9 days (nearly 2 school weeks)	Satisfactory	Communication with home – re any unexplained absences
90%	19 days (1 month within school session)	Poor	Communication with home re any unexplained absences
85%	27 days (more than 5 school weeks)	Very Poor	Additional Level Strategies/ Child Wellbeing Pathway
80%>	36 days (more than 7 school weeks)	Unacceptable	Additional Level Strategies/ CWP

Procedures for Parents/Carers reporting an absence

On the first day of absence, an email should be sent to the school (carnockps.enquiries@fife.gov.uk) or phone call made (01383 602411). Schools must take a register of children present at the start of both the morning and afternoon sessions. If we have not received a message to inform the school of absence, then the school will contact home to ensure the child is safe.

If parents/carers are planning to take your child out of school for a term-time holiday, then they must inform the Headteacher by letter or email.

If a child has a planned appointment during the school day, then school office staff (Mrs Walker) should be informed.

Late arrival at school

If a child arrives late (over 10 minutes) for the morning or afternoon session, this will be recorded by the school. Punctuality is reported to parents/carers via the end of year report. If there is any difficulty in getting a child to school on time, school staff will endeavour to support the family.