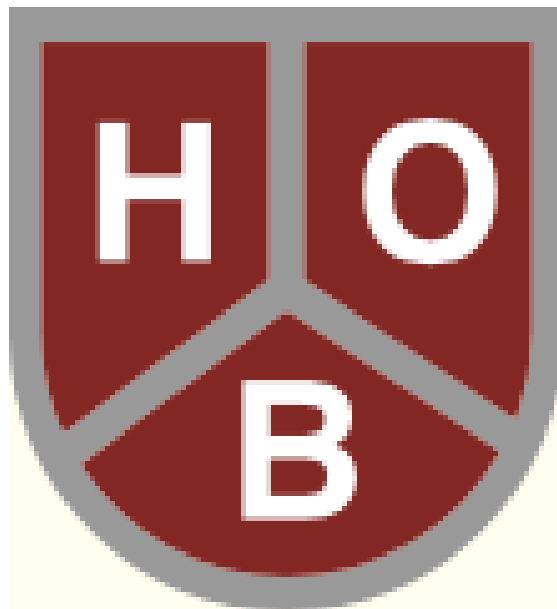


Hill of Beath Primary School



Attendance Policy

RATIONALE

Hill of Beath Primary School adheres to the relevant legislation and national guidance associated with school attendance.

The significance of regular attendance and the importance of establishing good attendance habits cannot be over emphasised. Gaps in education, whether they are intermittent, regular or sustained, can have a severe detrimental effect on achievement and attainment. Therefore, regular school attendance is fundamental to supporting learner's development.

Our guiding principles align with the expectations set out in UNCRC and The Promise documents both of which can be found within policies and guidance

All children and young people:

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

All learners of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at school, parents have the responsibility for ensuring that their child attends regularly.

The Council has a duty to ensure that parents carry out their responsibilities with regard to their child's education, including attending regularly is registered at school.

Each school is required to keep a register of attendance of each learner enrolled at the school. Recording of attendance at Hill of Beath Primary School takes place twice a day, to note attendance and absence for each morning and afternoon session.

The school has a responsibility for identifying cases of non-attendance and the reasons for non-attendance and has the responsibility to take the necessary action to resolve the concerns.

Monitoring Attendance

The following steps are taken to ensure that children attend regularly:

- ❖ Text message will be sent if no contact made.
- ❖ Rigorous monitoring of Seemis
- ❖ Proactive personal contact with parents/carers
- ❖ Early stage intervention
- ❖ Attendance is highlighted with all stakeholders
- ❖ Pupil Voice

Procedures for Monitoring Attendance

Parents/Carers

- ❖ Parents are required to inform the school on the first day of absence before 9.30am.
- ❖ The parent should respond to text message when received
- ❖ If a parent cannot be contacted to confirm the whereabouts of the pupil, it will be recorded as unexplained, and noted and passed to management.

Teachers

- ❖ Update Seemis twice daily before 9:20 and 1:30
- ❖ Inform the office if a child is not in and not recorded on Seemis
- ❖ Alert if noticeable patterns emerge

Office/ Designated Staff member

- ❖ Update Seemis if parents call reporting absences
- ❖ Text parent/carers re absence
- ❖ Keep a note of children with absences under 95%
- ❖ When under 95% a personal phone call to parent/carer re support/ issues around attendance
- ❖ Monitor weekly / monthly absences
- ❖ Report 90% or under to SLT

Senior Leadership Team

- ❖ Check monthly attendance figures
- ❖ Discuss children being monitored - re interventions, improvement

Steps for Absences below 85%

- ❖ Step 1 - Letter Issued as Fife Council Guidelines
- ❖ Step 2 - Health and Wellbeing checklist sent and completed by parents/carers
- ❖ Step 3 - Health and Wellbeing meeting with parents, child/ren, staff and other agencies.

Holidays

- ❖ Parents are encouraged to take holidays during school holiday times whenever possible.
- ❖ Any additional days taken by the pupils, against the recommendations are recorded as unauthorised.
- ❖ However, if parents wish to remove their child from school for a holiday, then they should request permission from the Head Teacher as early as possible. It is not Fife Council's policy to agree to additional holidays, however, there may exceptional circumstances where some additional days may be granted.