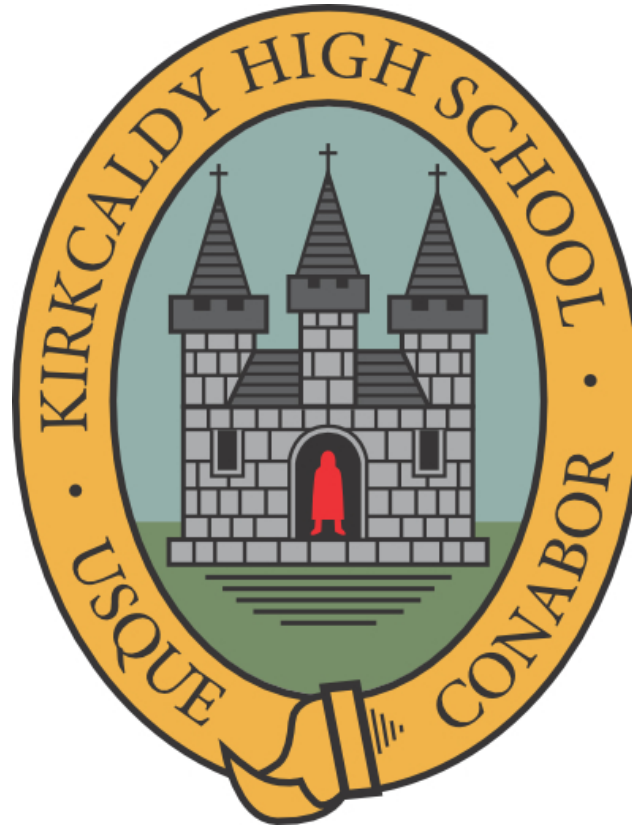


**Getting it Right in
Kirkcaldy High School**



Attendance Policy

Article 28, UNCRC: Every child has the right to an education

Article 29, UNCRC: Education must develop every child's personality, talents and abilities to the full

Rationale

Respect for Self, Respect for Others and Respect for Learning are our school's core values, and the consolidation of these values is only possible when there is a culture of positive, sustained attendance. We aim to work closely with parents/carers, partners and our young people to ensure barriers to attendance are removed or reduced.

Did you know?

95% attendance

means your child will have missed 9 ½ days – or nearly two weeks – of school over the course of the session

90% attendance

means your child will have missed 19 days – or nearly 4 weeks – of school over the course of the session

85% attendance

means your child will have missed 28 ½ days – nearly 5 ½ weeks – of school over the course of the session

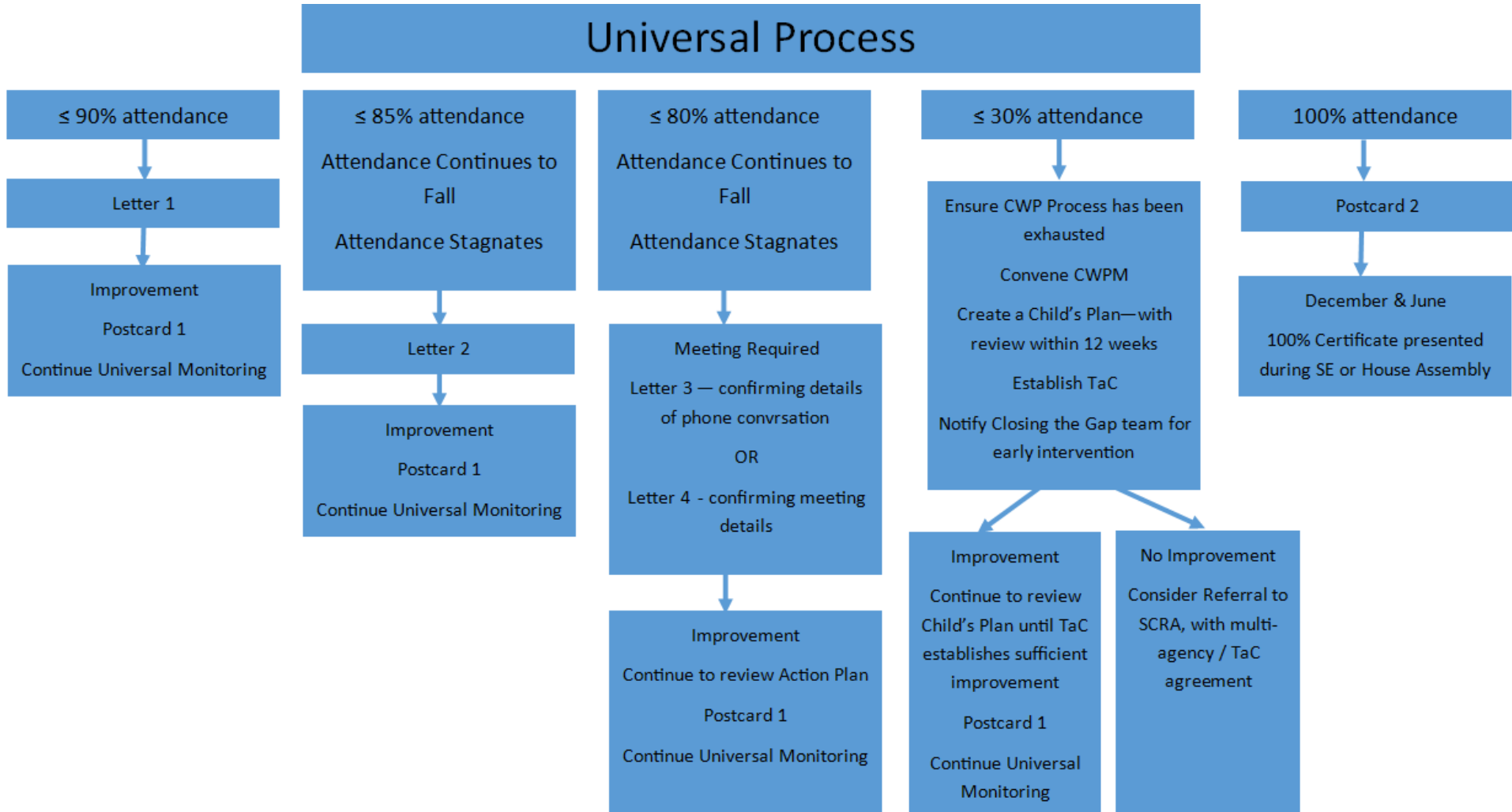
80% attendance

means your child will have missed 38 days – or over 7 weeks – of school over the course of the session

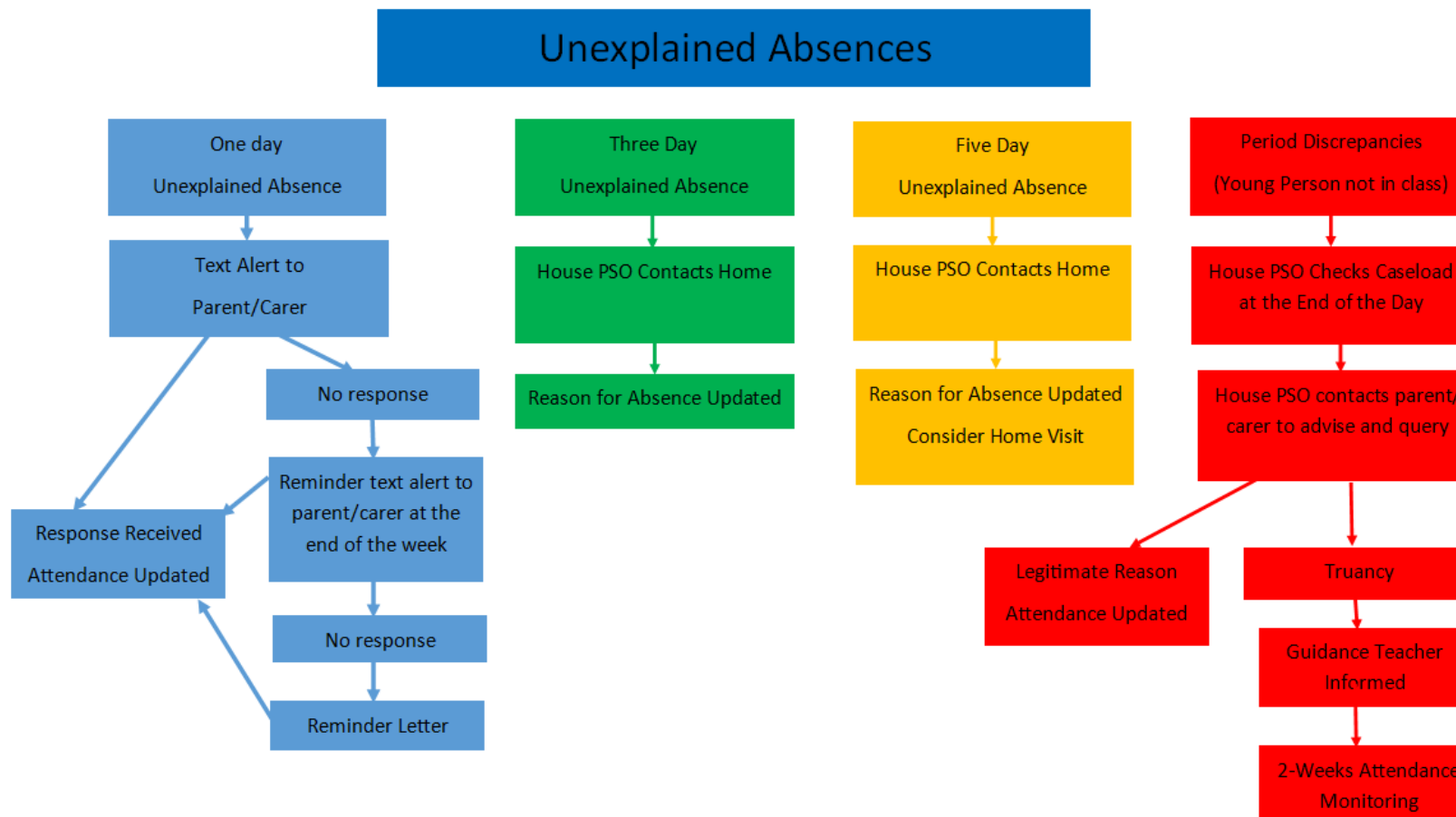
Aims

- To improve pupils' attainment by setting high expectations for attendance and punctuality
- To achieve a minimum attendance of 90% for each pupil, except those with chronic health conditions
- To create an ethos where positive attendance habits are the norm, and where those who attend regularly are recognised by the school
- To understand the common barriers to good attendance within the context of our school
- To develop evidence-based strategies to reduce barriers and improve attendance
- To raise awareness amongst parents/carers and pupils of the importance of positive attendance habits and the impact poor attendance can have on pupils' attainment, relationships with others and their overall Wellbeing
- To raise awareness amongst parents/carers of their responsibilities in ensuring positive attendance habits for their children
- To recognise the roles played by members of school staff in helping to encourage positive attendance habits

Universal Process



Strategy – Unexplained Absences



Interventions

Our school support services are aligned to both the Local and National practice models of Universal, Additional and Intensive levels of intervention. This also applies to our attendance processes, with the distinguishing factors between the levels being the attendance percentage and/or specific needs of the young people/families involved:

Universal	Additional	Intensive
<ul style="list-style-type: none"> - Tracking and monitoring of pupils' attendance on a monthly basis. - Letter home at the end of each term, detailing a child/young person's attendance percentage. - Information on the impact – in terms of weeks missed – of different attendance rates. - Positive postcard home to celebrate success. - Awareness raising, including: <ul style="list-style-type: none"> • PSO visits to each SE class to outline their role in tracking attendance and truancy. • PSOs to gather pupils' views on rewards for attendance. • PSOs to decorate and update (monthly) attendance figures for their House. • Guidance staff/DHTs to highlight attendance stats for their House/Year Group, per class, at assemblies. • Guidance staff to highlight class attendance weekly during SE classes. 	<ul style="list-style-type: none"> - Tracking and monitoring of pupils' attendance on a monthly basis - Highlighting within departments of those young people whose attendance is a cause for concern - Pupil Support Officer input - Inclusion Hub Participation - Integrated support faculty input/direct support - Contact via phone/letter - Initial meeting with key staff - Action planning - Home visits from key staff - Educational Psychology advice (in accordance with data protection legislation) - Positive postcard home to celebrate success. - Consequences for truancy - Targeted groups – S1-S4 	<ul style="list-style-type: none"> - Tracking and monitoring of pupils' attendance on a monthly and daily basis - On-going and robust planning and review cycle - Integrated support faculty input/direct support - Child's Plan - Multi-agency/TaC approach - Home visits from key staff - Agreed Reduced Attendance (part-time timetable) - Educational Psychology input - Referral to SCRA - Positive postcard home to celebrate success - Inclusion on High-Tariff Flight Risk tracking list



Responsibility of Parents/Carers

Absence

Children/Young people who are regularly absent from, or late to school will fall behind in their learning. They will also develop gaps in their knowledge and gaps in the development of key skills for learning, life and work. With this in mind, parents/carers should:

- as soon as is reasonably possible, inform the school that their child will be absent from school and the reason for this absence. Parents/Carers can do this by:
 - 1) responding to the absence text alerts
 - 2) phoning the school reception (01592 583405)
 - 3) providing a note on their child's return to school
- ensure that medical and dental appointments are made for outwith school hours, as far as is practically possible. When this is not possible, pupils should bring a note to school, have it signed by their Guidance teacher and present it to the office in the morning. This information will then be relayed to staff, who will allow young people to leave the class at the allotted time.
- ensure their child is present in school before and after scheduled appointments.
- liaise with Guidance staff as soon as possible when any issues that may impact upon attendance arise, so that appropriate help, support, and signposting can be undertaken.
- monitor attendance information shared with them in respect of their child, and contact the school to update on any unauthorised absences.

Punctuality

Parents/Carers should:

- ensure that their child arrives in school/at the respective bus stop on time.
- ensure their child, when late, attends at the school office to sign in.
- monitor information that comes home in respect of their child's attendance, and contacts the school to update on any unauthorised episodes.

Absence for Holidays

Parents/Carers are expected to take their child on holiday during the designated school holiday periods. This is to ensure that there is no impact on attainment or progress. Only those children whose parents work for the armed or emergency services are entitled to have authorised holidays during term time. All other absence due to holidays will be recorded as unauthorised and will directly affect a pupil's attendance percentage for the session.

Absence for Other Reasons

We recognise that there are many reasons why a child may be absent from school and will apply discretion accordingly, based on the information provided. Parents/Carers should discuss this with their child's Guidance teacher in the first instance.

If a child/young person is missing from school for 5 consecutive days without explanation, he/she will be subject to Child Protection measures and school staff may refer to Police Scotland to undertake a Welfare Check.