



Parkhill Primary School's Attendance Policy



Rationale

Attending school enables children the opportunity to become Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals.

Excellent attendance will allow your child to benefit from:

- Consistent and progressive learning and teaching
- Meeting friends and developing friendships
- Routine and organisation
- Developing new skills
- Building confidence and self-esteem

Children who do not attend school regularly (without good reason) are more at risk of becoming socially isolated and may underachieve.

Attendance %	Days absent per session
100%	0 days
95%	9 days (nearly 2 school weeks)
90%	19 days (1 month within the school session)
85%	27 days (more than 5 school weeks)
80%	36 days (more than 7 school weeks)
75%	45 days (9 school weeks)

Did you know?

90% Attendance over a school career amounts to more than 1 year of education lost.

Reasons for Absence

The following reasons for absence are considered 'Authorised':

- Illness
- Attending a doctor or hospital appointment
- Involved in an activity which the school has agreed to in advance
- Bereavement
- A crisis or serious difficulty at home
- Attending a religious ceremony or a wedding of someone very close to them
- As member of Travelling Community, while travelling with the family
- Their family is returning to a country of origin for cultural reasons or to care for a relative

If your child has been absent for one of the reasons listed above and is apprehensive about returning to school, please do not hesitate to contact us so we can help to facilitate a smooth return.

Roles and Responsibilities

All members of the school community have roles and responsibilities in promoting and ensuring good attendance and punctuality.

Role of the School:

- Create a welcoming environment and school ethos that young people want to be part of
- Staff to consider: How do we respond to pupils on their return to school? How do we maintain relationships with non-attendees?
- Every member of staff to encourage and promote attendance
- Monitor and record attendance
- Address and support unexplained absences and truancy
- Monitor and support low attendance (explained absences)
- Complete and update attendance audit
- Staff participation in 'Improving Attendance' CPD session
- Issue attendance figures to parents and carers (at the end of terms 2 and 4) so all children and their families are aware of their attendance percentage.
- Consideration of 2.5 (Family Learning) in order to improve attendance across the school.
- Transition Information to state attendance levels for each year the child attends school.

Role of the Pupil:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available:

- Take part in their family's morning routine; developing independence and self-help skills.
- Respect themselves and others.
- Inform a trusted adult if they feel they are being bullied or feel unhappy in school.
- Arrive at school punctually.

Role of parents/carers:

Parents/carers have an essential role in ensuring their child's good attendance.

We ask parents/carers to:

- Establish good attendance habits.
 - Use the Parent's Portal to check their child's attendance percentage.
- Talk regularly with their child about school and how they feel about it. Children are more likely to want to attend and learn if they feel supported and their anxieties are listened to.
- Contact the school by phone, text, email or letter as soon as possible to say why their child is absent, and when they are expected to return.
- Only grant days at home for genuine illness.
- Avoid taking holidays in school time.

Period Management & Poverty

We understand that children may need reassurance, time and privacy whilst getting used to having periods. If necessary, children in this situation can use the disabled toilets and can keep a change of clothes in school.

Period poverty refers to the inability to afford and access menstrual products, sanitation and hygiene facilities to manage menstrual health. At Parkhill Primary School, free sanitary products are available for pupils- these can be accessed from the main school office. If you feel it would benefit your child, please inform a staff member if your child has started their period.

We can signpost parents and carers on where to access free sanitary products.

Other Agencies & Community Initiatives

We are committed to working with other agencies and community projects in order to promote attendance including Fifers for the Community.

Senior pupils with low attendance may be referred to a Family Worker and be offered A Pupil Support Officer for a temporary period of 6 weeks.

Contact Details

Alert the school of any absences:

Email address: parkhill.enquiries@fife.gov.uk

Phone number: [01334 659433](tel:01334659433) - Phone line manned from 8.30am

Groupcall :

There is a range of support available if you find that your child is struggling to attend school regularly. Please contact your child's Class Teacher or a member of SLT to discuss how we can help.