

## Pittencrieff Primary School and Nursery Learners' Attendance Policy



We aim to create a shared vision at Pittencrieff Primary School and Nursery to promote school and nursery attendance.

This policy aims:

- To outline the statutory obligations regarding recording of attendance and the actions taken with non-attendance within our school
- To outline the procedures and protocol to be followed by all stakeholders to support and increase attendance at school
- To highlight approaches to promoting and supporting attendance and the benefits of regular attendance

### Attendance – Guiding Principles

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

- Attendance at school
- Learning out with the school provided by another learning provider while still on the roll of the school
- Educational visits, day and residential visits to outdoor centres
- Debates, sports, musical or drama activities in conjunction with the school
- Receiving tuition via hospital or outreach teaching services
- Skills experience in another establishment

### Benefits of Regular Attendance to School:

- Learn new things daily
- Develop and practise skills
- Make friends and feel included
- Increase their confidence and self esteem
- Improve their social skills
- Increase their attainment and achievement
- Achieve their potential and fulfil their aspirations and ambitions
- Have a good daily routine
- Every Day Matters!

At Pittencrieff Primary School and Nursery we work to ensure that our children and young people attend school or another learning environment for the recommended 25 hours.

Although nursery attendance is not compulsory, we encourage our nursery children to attend consistently.

Our guiding principles align with the expectations set out in UNCRC and The Promise.

All children and young people at Pittencrieff 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 Pittencrieff Primary School we actively engage with parents to try to ensure that any barriers to good attendance are removed:

- Involve parents as early as possible
- Develop positive relationships with our families and children
- Be aware of parental barriers such as language or cultural differences
- Communication must be a two-way process

At Pittencrieff Primary School we should:

- Work collaboratively to promote and support good attendance
- Focus on positive relationships and an inclusive ethos and culture that promotes good attendance

At Pittencrieff Primary School we do not consider absence in isolation:

- A holistic view of the child and family is essential
- Get to know the individual and individual barriers
- Listen to their views

### Statutory Obligations Regarding Attendance

Relevant legislation and national guidance from the Education Scotland Act 1980 associated with school attendance are considered in this policy. The crucial legal points are:

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

- Pittencrieff Primary School is required to keep a register of attendance of each learner enrolled at the school. Recording of attendance should take place at least twice a day, to note attendance and absence for each morning and afternoon session.
- The register should be kept for a least a period of 5 years after learners leave school. Pittencrieff Primary School has responsibility for identifying cases of non-attendance and the reasons for non-attendance and has the responsibility to take the necessary action to try to resolve the concerns.
- Records are maintained accurately and action is taken to confirm a child is safe if they have identified as not having arrived at school with no explanation or reason. For individual vulnerable pupils or identified groups there should be a procedure in place.

## Absence Protocol at Pittencrieff Primary School

### Parent/Carers Actions

- Report any absence to the school by calling, emailing or texting the school office by 9am on the first day of absence
- Parents/careers should follow the NHS Guidance (see [link](#)) for absence period required in relation to an illness. Parents can also phone the school office for support if unsure
- If absence is ongoing, parents/carers should keep the school informed
- Engage with relevant attendance concerns, (letter, text or phone call) and work with the school to support your child(ren)'s attendance to school

### Class Teacher Actions

- Ensure that class attendance procedures on Seemis are completed by 9.30am
- Ensure that class attendance procedures on Seemis are carried out again after lunch time and before 1.45pm
- Ensure that you use appropriate codes on Seemis to record attendance (See guidance [link](#))
- Share all concerns regarding attendance with SLT
- Inform SLT if any vulnerable pupil is absent
- Nursery staff make the office aware of absences daily

### EYO Actions

- Ensure that nursery attendance procedures on Seemis are completed by 9.30am and there is an attendance check after lunch (indoor nursery)
- Ensure that you use appropriate codes on Seemis to record attendance (See guidance [link](#))
- Ensure that the office is made aware of attendance at Outdoor Nursery by telephone by 9.30am
- Ensure that the office is made aware if any child leaving nursery during the day.
- Share all concerns regarding attendance with SLT

## Administrative Actions

- Check and confirm class registers by 9.30am
- Send out absence text to identified parents/carers at 9.30am to establish reason for absence
- Manage Groupcall responses from parents and update Seemis accordingly
- Follow up telephone call by 11am if no response from text
- Use of emergency contacts if no contact can be made with parent
- Inform SLT of any concerns

## SLT/Headteacher Actions

- Regular monitoring of attendance data and through planning and discussion with class teacher and Administrative staff.
- Make parental contact where appropriate
- Contact relevant agencies where appropriate
- If child(ren) is absent for 3-5 consecutive days and no contact with parent or emergency contact has been possible, liaise with partner agencies for support to establish wellbeing
- Challenge absence and support attendance by working with the community to ascertain appropriate interventions and next steps
- Hold regular review meetings with all agencies for children on a Flexible Educational Arrangement, following National and Fife Council guidance (See OneNote)

## What are we doing at Pittencireff Primary School to continue to support and increase attendance?

- High expectations around attendance are consistently communicated to our community, at assemblies, in newsletters and by sharing Sways and attendance information from the centre
- There is a designated person responsible for monitoring attendance (Shelley Hutchison, Headteacher)
- Staff are provided with training around recording, monitoring, and understanding non-attendance issues as part of Inservice Day Agendas
- Class Teachers and admin staff are aware of their responsibilities to monitor attendance (See Appendix 1)
- Class teachers identify trends, patterns of absence and share all concerns with SLT.
- SLT monitor attendance regularly and attendance data is analysed as part of termly planning and tracking meetings
- Key families are contacted through letters and follow up phone calls when attendance falls below 95%
- Attendance meetings are arranged accordingly and absence notes are recorded on Seemis (See Pastoral)
- When there is an ongoing concern, referrals may be made to other agencies

- If a child has an allocated Social Worker, the child’s attendance is shared with them regularly
- Links have been made with cluster colleagues to discuss trends and attendance is discussed as part of cluster meetings/planning
- Pupil voice is embedded within the planning for improvement
- Stretch targets are shared with our school community and discussed as part of improvement planning

## Appendix 1

Admin Team	Teaching Staff	Subject PTs (Secondary)	Guidance Staff (Secondary)	DHTs	HT
<p>Registration alerts, reminders.</p> <p>Preparing absence reports.</p> <p>Managing GroupCall</p>	<p>Registration of pupils for all openings – primary am/pm Secondary period openings</p> <p>Query discrepancies and raise SLT awareness of patterns</p> <p>Attendance analysis of own class(es)</p> <p>Scrutiny/Support/Encouragement/Challenge for learners.</p> <p>Discussion with parents as part of parent meetings</p>	<p>Absence discussion at DMs – standing item.</p> <p>Scrutiny/Support/Encouragement Challenge.</p> <p>Pupil Interventions.</p> <p>Parental contact.</p> <p>Support and challenge for incomplete registers.</p>	<p>Daily scrutiny of TBCs.</p> <p>Scrutiny/Support/Encouragement Challenge.</p> <p>Attendance tracker.</p> <p>Pupil interventions.</p> <p>Parental Contact.</p> <p>Partnership support.</p>	<p>Scrutiny of absence and interventions.</p> <p>Support and challenge for incomplete registers.</p> <p>Pupil interventions.</p> <p>Parental Contact.</p> <p>DHT’s Pupil Support to monitor attendance of pupils in ASN provisions</p>	<p>Scrutiny of absence and interventions.</p> <p>Support and challenge for incomplete registers.</p> <p>Pupil interventions.</p> <p>Parental Contact.</p> <p>Link with cluster colleagues to identify familial issues</p>