



St. Leonard's Primary School and Nursery Attendance Policy

KEY LEGISLATIVE POINTS

Our attendance policy and procedures follow relevant legislation and national guidance.

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.
- The Council has a duty to ensure that parents carry out their responsibilities with regards to their child's education, including attending regularly if registered at school.
- Each 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. The 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.
- It is essential that records are maintained accurately and that action is taken to confirm that the learner is safe if they are identified as having not arrived at school. This reflects our duty to ensure the safety and wellbeing of each learner.

School attendance

Aims

It is important that children attend school to ensure they make progress in their learning. By recording attendance we:

- know the child has arrived safely from home
- can check if there is an issue of absence that is preventing the child making progress

Procedures

Attendance is taken by the class teacher at 9.00 am when the children come in and again first thing in the afternoon.

Office staff code pupil absences based upon the information parents have provided as reason for absence.

Children arriving late report to the office, where this is recorded.

If a pupil does not arrive in school, office staff will contact the main contact/family member to find out the reason for absence. Each absence requires explanation from a parent or other appropriate adult.

Any unexplained absence will result in the school contacting the parent that day to establish the reason for absence and the expected return date of the learner.

If contact cannot be made with a parent the school will liaise with the emergency contact regarding the learner's absence.

Teaching staff monitor attendance daily and weekly. Attendance is a standing item during parent interview meetings and is also recorded in the annual pupil report.

The Headteacher and all teaching staff monitor pupil attendance regularly and will make personal contact with parents to discuss low attendance or issues around punctuality and how to improve these. This may be by leaflet, letter, text, telephone call or face to face meeting.

Parental Carers/Responsibilities

- It is the duty of every parent/carer of a school age child, to be responsible in ensuring that their child attends school regularly and that they arrive at time.
- Parents should telephone the school to explain if their child will be absent due to illness on the first day of absence by 9.15am.
- If absences/lateness persists, parent/carers will be asked to discuss the matter with the Headteacher.

Holidays Out with School Terms

We would advise that Parents/Carers do not take family holidays during term time.

Parent/carers who wish to take their child out of school during school term should write a letter to the Headteacher detailing the dates. In almost all cases they will be informed that the absence shall be recorded as unauthorised as per Fife Council and National guidance.

Nursery attendance

Aims

Although attendance at nursery is not statutory, we ensure our policies and practices are focussed on promoting and supporting positive attendance at nursery.

Rationale

It is widely recognised that regular and consistent attendance at nursery contributes to the building of routines and promotes the value of education. This gives the best chances for progress in early skills development and learning, which in turn lays the foundation for smooth transitions to school.

Procedures

Attendance is recorded by staff every morning.

If a child is absent and the family have not been in contact with nursery, staff will contact the family to find out the reason for absence.

If the parent cannot be contacted, or the attendance pattern causes concern nursery staff will contact the Health Visitor to discuss appropriate action.

Nursery staff code pupil absences based upon the information parents have provided as reason for absence.

Parental Carers/Responsibilities

- We ask that every parent/carer of a child enrolled in nursery ensures their child attends regularly.
- Parents should telephone the school/nursery to explain if their child will be absent detailing the reason on the first day of absence by 9.15am.
- If you have concerns about your child in nursery then please contact nursery staff who would be happy to listen, support and plan a way forward.