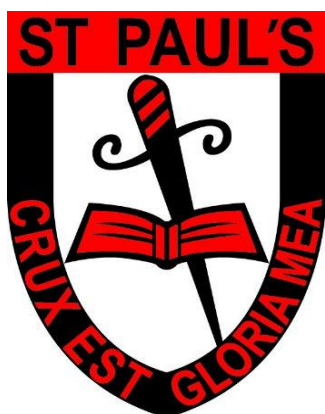




ST PAULS RC PRIMARY SCHOOL

Attendance
and Late
Coming
Policy

Every Minute
in School
Counts



Attendance at School

At St Pauls we follow Fife Council's Guidance and procedures for attendance at school. Attendance at school is a legal requirement and regular attendance is necessary to ensure that progress at school is not hindered.

Unexplained absences are recorded as unauthorised absences unless you have contacted the school with a reason, so it is important to phone 01592 583462 or send a message through Parents Portal to explain any absences. The table below provides an example of the impact of lost learning over a school year through pupil absence:

Attendance %	Days absent in a school year	School Concern Level
95%	9 days (nearly 2 school weeks)	Pupil can catch up & still succeed
90%	19 days (1 month within the school session)	Poor attendance- we are concerned
85%	27 days (more than 5 school weeks)	Very poor attendance- we are very concerned
80%	36 days (more than 7 school weeks)	Serious concerns

If your child is going to be absent, please notify the office on the first day of absence with a reason why. Where a child is absent without reason, office staff will send an open Groupcall message around 10.00am requesting a reason for absence and if there is no reply by mid-morning break then a phone call will follow.

We know that regular school attendance is a key element to a successful education, providing pupils with access to learning opportunities and interactions with peers. We will work with parents/carers to provide the support you need to ensure positive attendance. Please contact the school should you require support with your child's attendance.

Arriving at School

We know that arriving at school in time is important to ensure a settled start to the day.

We know that families can face different challenges depending on individual circumstances and there are occasions when things can cause pupils to be a few minutes late.

The procedures we have are:

- When children arrive a few minutes late and the doors are closed, children enter via the school office and then go straight to class
- If children arrive after 9.15am they should enter via the school office and let the office staff know they are in and order their lunch.

Impact on pupils who are late:

- Arriving late can cause some pupils to feel anxious as they go into the classroom by themselves once everyone else is settled, calm and working
- Key learning time will be missed
- Pupils may miss the all-important start of the first lesson

Promoting punctuality and being on time is important as it helps:

- Helps to build a young person's confidence
- Reduces stress and anxiety
- It enables children to start the day off settled, relaxed and ready to learn
- Helps young people to be organised

If you would like any further support regarding school punctuality and lateness, please contact a member of our school leadership team via the school office. We want to support our families to ensure a settled start to their school day.

Succeeding with Love, Respect and Honesty