



# Attendance Policy 2026



**Thornton Primary School**

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**Acting Headteacher: Fiona Ramos**

AMBITION



INCLUDED



KIND



RESPECT



SAFE

Thornton Primary School works hard to ensure all children achieve their potential. Maximising attendance at school is important to ensure your child has the opportunity to fulfil their potential and succeed. An important part of this aim is for children, parents/carers and the school to work together to ensure excellent attendance and work in partnership.

Excellent attendance allows your child to benefit from:

- Teaching and Learning
- Meeting friends and developing friendships
- Developing a sense of responsibility
- Having their achievements recognised
- Developing new skills
- Building their confidence and self-esteem

Children who do not attend school regularly (without good reason) are more at risk of becoming socially isolated, while increasing the impact on their progression.

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

Attendance %	Days Absent Per Session	Levels of Attendance	For Pupils
100	0 days	Excellent	Best Chance of Success
95	9 Days (nearly 2 weeks)	Satisfactory	
90	19 days (1 month within the school session)	Poor	Progress will be harder
85	27 days (more than 5 school weeks)	Very Poor	
80	36 days (more than 7 school weeks)	Unacceptable	Serious Implications on learning and progress
75	45 days (9 school weeks – 1 term)	Unacceptable	

Children can be absent from school for the following reasons. These absences are considered Authorised;

- Illness
- Attending appointments
- Involved in an activity and the school agreed 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

**Source:** 'A guide for parent/carers about school attendance', Smarter Scotland Scottish Government.

## **Communication to Parents/Carers about attendance concerns**

All children should have good attendance at school to succeed. Anyone with attendance below 90% will receive a 1st letter from school to raise concerns and seek parental support. If your child's attendance falls below 85% (5 weeks lost in an academic session), this is seen as 'very poor' and parents/carers and the child themselves, will be invited into the school to attend a meeting about improving attendance.

We aim to work closely with families to improve attendance and timekeeping, however, continued failure to ensure your child attends school regularly, without reasonable cause, is an offence under the terms of the Education (Scotland) Act 1980. This may result in matters being escalated.

## **Daily Procedures**

### Every day absence:

- Each absence requires explanation from a parent/carer. Each explanation can be in person, by phone-call, Groupcall, email or on the parent's portal app.  
It is important to note, that when reporting an absence, unless otherwise advised, the child will only be marked absent that day. Each new day, requires a new explanation, even if this is the same illness or reason as the previous day(s) absence. You can self-certify your child's absence for longer via the Parent's Portal app, or by informing us of their expected return.
- Each day of absence is treated as unexplained and will result in the school contacting the parent/carer by Groupcall by 9:30am on the day of absence to inform them, if the school has not already been notified.
- If the child returns to school but the absence remains unexplained – the school will endeavour to seek an explanation by contacting the parent/carer further. If no explanation is given after repeated attempts, the absence will be recorded as an Unauthorised Absence on your child's attendance record.

### Three to Five days consecutive unauthorised absence:

- If there are up to 5 consecutive days of absence without communication from parents/carers – the school will endeavour to contact you by telephone to establish the child's well-being and family circumstances.

### Prolonged unauthorised absence (anything more than 3 weeks):

- If there is still no contact or information from parents/carers to establish the child's well-being, you will receive a formal letter inviting you to a meeting to discuss your child's attendance further.
- If we continue to have no communication, the school will seek further support from various agencies, which may result in someone visiting your home. If no contact continues, the school will follow the CME procedure, to report a child missing from education.

## **Ways of contacting the School:**

**Text:** 07860 004848

**Parents Portal:** [parentsportal.scot](https://parentsportal.scot) app

**Telephone:** 01592 583465

**Email:** [thorntonps.enquiries@fife.gov.uk](mailto:thorntonps.enquiries@fife.gov.uk)

## Appointments

- A parent/carer should contact the school office via, telephone, email **or** text to notify of any appointments, in advance.
- When your child is collected for an appointment, they must be signed out by the person collecting them, via the school office, using the orange folder. Please also notify the office staff if your child will return to school after their appointment.
- When returning from an appointment, you must also sign your child back in via the same method detailed above.
- Any child who has an appointment during the morning, will be expected to return to school in the afternoon, unless the school have already been notified that they will not return, after their appointment.
- Any child who does not return from an appointment, without prior notice to the school office, will result in a telephone call, to request an explanation.

## Holidays

Family holidays absences during term time are recorded as **Unauthorised**. There are some exceptional circumstances which allows these to be recorded as authorised. These include where a parent/carer's employment is of a nature where school holiday leave cannot be accommodated. Such employment may include armed forces, emergency services or professions where parents/ carers are required to work away for home for extended periods.

- Holidays taken during term time will generate a 'Holiday Letter', which will be send to you via Groupcall email for your information.

## Lateness Procedure and Monitoring

<b>School starts</b>	09:00
<b>Interval</b>	P5 to P7 10:25 – 10:40 P1 to P4 10:40 – 10:55
<b>Lunch</b>	12:35 – 13:35
<b>School ends</b>	15:05

- AM Lates - Any child arriving to school after 9.10am are considered late and should report to the school office to sign in, order their lunch, and then make their way to their class as quickly as possible.
- PM Lates - Any child who is a home lunch, should endeavour to return to school on time (13:25). If for any reason your child is going to be late returning from lunch, a parent/carer must contact the school office to inform them. When your child arrives at school, they must first report to the school office to sign in late and then make their way to their class. If your child does not return as expected, you will be called immediately. If we receive no response, someone may make a home visit.
- Overall tracking & monitoring of 'lates' and attendance will be the responsibility of Principal Teacher, who will be alerted to late concerns by office and teaching staff. It is possible that late letters may be distributed to parent/carers, if lateness becomes a concern. If there is no improvement to your child's lateness, a parents/carers may be invited in to school for a meeting to discuss.

**\*Please note that this does not include children who are on approved flexible packages where a soft start is highlighted as an approved strategy, or where prior authorisation has been granted by the Headteacher.**

## Overall Attendance & Lateness Monitoring

At Thornton Primary School we strive to have accurate record keeping which gives us an in-depth snapshot of your child's overall attainment. To allow us to do this, we must work together with parent/carers. To ensure our records are accurate, the following process will be carried out on a termly basis:

- Attendance and lateness will be monitored **termly** with a report sent home via email at the end of every term, which will detail all authorised and unauthorised absences, the number of late openings, as well as your child's attendance percentage.
- This will give you an overview of your child's attendance per term and allow you to rectify any records we hold, which have not been properly communicated.
- You can update the records we hold via Parent's Portal app, or by getting in touch with the school office.

## INFORMATION FOR STAFF

### Recording Attendance

- Each class teacher will order their class lunches on iPayimpact. For any child who is not present in front of you, you will mark them as absent. **This includes children who have pre-orders selected, please change this to absent.**
- Lunch orders should be completed by 9:10am. Any children who arrives late to class will be picked up by the school office and their lunch order enter for you – you are not required to go back and amend your lunch order, you are only required to submit this once.
- The school office staff will then submit the class registers from the information entered by you on iPayimpact, so please ensure this is accurate.
- Text messages are sent to parent/carers of child who are marked absent without prior notification.
- All class teachers must carry out an attendance check after lunch to ensure all previously present children have returned for the afternoon session. This is particularly important for children who have selected "eating at home" on iPayimpact. Any "missing" children who were previously present, must be reported to the school office **immediately**.