

## Attendance at School

**At Torbain 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 contact the school, so it is important to phone (01592 583466) or text (07860004849) 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 and 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 Group-call message around 9.30am requesting a reason for absence and if there is no reply by mid-morning break then a phone call will follow.

School policy is that attendance is monitored and letters issued when attendance falls below 90%.

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 and support agencies to provide the support you need to ensure positive attendance.

Safe spaces and nurture areas are developed across the school with Nurture breakfast / Morning Club and Agreed Reduced Attendance timetables in place for a few identified children.

Please contact the school should you require support with your child's attendance.

## Arriving at School

**At Torbain we all work together to promote a 'Readiness to Learn' – this is one of our key drivers in 'Our Curriculum'. 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.

**Our procedures are:**

- When children arrive a few minutes late and class doors are closed, children enter via the school office and go straight to class
- If children arrive after 9.15am they enter via the school office and are given a pink slip to take to class to let their teacher know they have been registered at the office

**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

**Research states that promoting punctuality and being on time:**

- helps young people to be organised
- helps to build children's confidence
- reduces stress and anxiety
- maintains and improves academic achievement
- helps young people to maintain their routine and focus
- enables children and adults to start the day settled, ready and relaxed, promoting a *Readiness to Learn approach*

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 enable them to receive their entitlement to their school day and if you would like to discuss further support regarding

Thank you for your continued support.