



Broomhill Primary School



Pupil Absence Reporting

Within Broomhill Primary good attendance is encouraged at all times. Parents/carers are asked to contact the 'Pupil Absence Reporting' (PAR) system by phone or online if their child is going to be absent.

Phone: 0141 287 0039

Online: Register with 'myaccount' by visiting
<https://www.glasgow.gov.uk/pupilabsence>

This should be done before 9.30am on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

PAR has been created to provide an efficient way for parents/carers to report absence. It is recognised that in some circumstances, for example, to report or discuss a sensitive issue, you may still require to speak directly with the school. The following guidance should be applied:

Please phone PAR, or use the online PAR form, to report the following absences:

Sickness absence - for all pupil sickness related absences for up to 10 school days. Contact PAR on the first day of sickness before 09:30 hours. If the absence lasts more than ten days, parents/carers are required to call the school to provide an update.

Medical or dental appointments for up to one day - parents/carers should phone PAR, or use the online PAR form, to report absences for medical or dental appointments. This can be notified up to 4 weeks in advance or on the day for emergencies. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

To make sure you receive the right support you require, parents/carers should contact the school directly to report absences of a sensitive or personal nature, for example:

- Religious/parental holiday requests
- Illness or bereavement of a family member and funerals
- Serious illness, for example, an absence which is going to last more than ten days
- Injury, for example, broken limb
- Contagious diseases
- All exceptional circumstances

Parents/carers do not have an automatic right to take their child out of school without permission during term-time. The Head Teacher can only authorise time off during term-time in **exceptional circumstances**, including:

- short-term parental/carer placement abroad;
- family returning to its country of origin for family reasons;
- the period immediately after an illness or accident;
- a period of serious or critical illness of a close relative;
- a domestic crisis which causes disruption to the family home, causing temporary relocation.

Time off during term-time for the following reasons is not acceptable and will be recorded as an unauthorised absence:

- availability of cheap holidays or desired accommodation;
- holidays which overlap with the beginning or end of term.

Latecoming will be noted on the class register and drawn to the parent's attention. The head teacher will monitor attendance rates of all pupils. Where attendance is unsatisfactory, parents will be invited to discuss any difficulties and available supports with the school.

The Education Liaison Officer will investigate unexplained absence and the Authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter to the Children's Panel, if necessary.

Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

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