

Caledonia Primary and LCR School

Attendance Policy & Procedures



At Caledonia we promote good attendance through our positive and welcoming ethos, emphasising the importance of wellbeing and relationships in shaping positive outcomes for young people.

Aims

- Set clear expectations for promoting good attendance.
- Provide guidance for parents/carers and pupils to reduce unnecessary absence.
- Establish a strategy to ensure attendance issues are addressed early and effectively.



GCC Attendance
Matters



Rights of the Child to
Education UNCRC

Reporting an Absence

It is the parent/carers responsibility to notify the authority/school of their child's absence. There are many ways of communicating this at Caledonia.

What the Law Says

All parents/carers of a child/young person have a **legal** obligation to ensure that their child attends school.

At Caledonia our Attendance Policy has been derived from several sources: -

- [GCC Attendance Matters Policy](#)
- [Scottish Government Policy](#)
- [The Education Act 2002 \(Part 3\)](#)
- [The Education Act 1996 \(Part 6\)](#)
- [UNCRC](#)



Glasgow Absence
Reporting
0141 2870039



Email the school

[headteacher@caledonia-
pri.glasgow.sch.uk](mailto:headteacher@caledonia-pri.glasgow.sch.uk)



Telephone the
school 0141 771 8214



Message the class
teacher on Showbie

Absences

At Caledonia Primary and LCR we may authorise absence when we are satisfied by a legitimate reason, provided usually by the parent or self-certified (via note, phone or email).



Authorised Absences	Unauthorised Absences
<ul style="list-style-type: none">• Illness where no learning provision is made (including on-going mental health concerns)• Medical or dental appointments• Meetings prior to, and during court appearances and other legal processes• Attendance at, or in connection to, a Children's Hearing or Care Review or appointment with another service provider.	<ul style="list-style-type: none">• Absences with parental awareness in specific circumstances.• Family holidays during term time.• Occasional absence without parental awareness.• Long term absence – school related issue.• Long term absence – home and wider community

All schools are required to keep an attendance register for every pupil (Schools General Scotland Regulation 1975).

Recording attendance is the specific responsibility of staff first thing in the morning and in the afternoon in the event of legal action and for ensuring children and young people are safe and protected.

Late attendance is also recorded.

Caledonia Attendance Strategy



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Attendance Procedures

Parent/Carers

- Absences should be reported by 9.30am.
- If there is no notification parents will be sent a text/phone call by 10am.
- If attendance levels are low this may be a call from a member of SLT.
- If no contact is made emergency contacts will be phoned.
- If there is still no contact the SLT will decide on which course of action to take e.g. house visit.
- If the child has Social work involvement or is on the Child Protection Register then social work will be contacted.

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Staged Intervention

When absences become a significant cause for concern, we have a duty of care to adhere to the following procedures: -

- All steps of Glasgow's MC5 framework is followed and recorded.
- Attendance meetings and tracking.
- Wellbeing assessment and targets set and reviewed.
- Referrals to Social Work, Local Authority and Joint support Team.

2.

Working with all stakeholders to improve attendance

Partnership working with all parent/carers is fundamental to our Attendance Strategy.

Working together with: -

- Pupils
- Parents/Carers
- Class Teachers
- Clerical staff
- SLT
- External agencies
- Local Authority

3.

Promote Improved Attendance

At Caledonia we ensure the following measures are in place to promote attendance: -

- Positive, inclusive ethos and culture
- Foster nurturing, respectful relationships
- Lessons which engage pupils
- Ensure universal and targeted supports are in place.
- Address barriers to learning and participation
- Pupil voice and leadership opportunities
- Celebrate pupil contribution and achievement

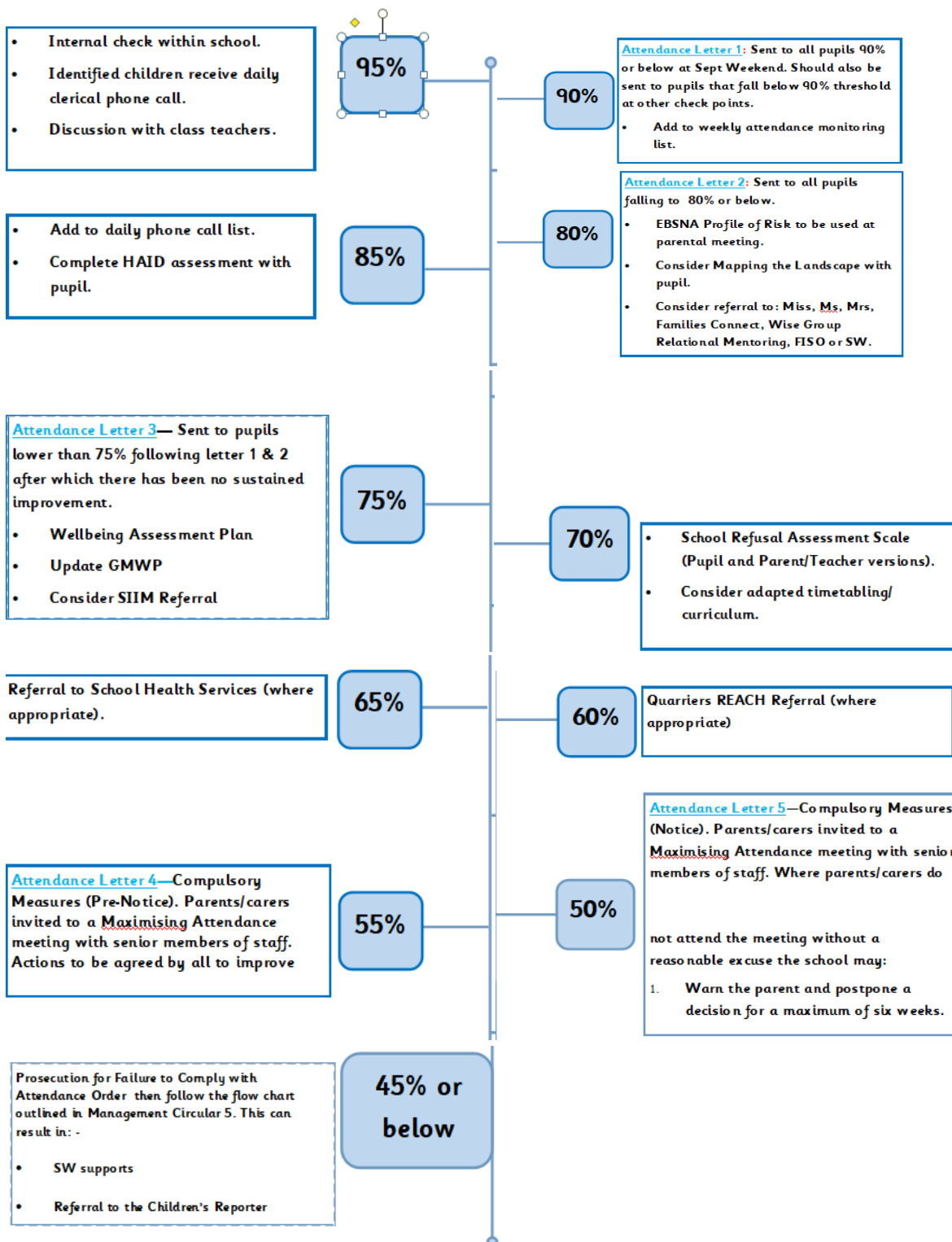
1.

Raising the Profile of Attendance

- We raise the profile of attendance within the school through platforms such as newsletters, Showbie and school app and website.
- 'Spotlight' on attendance at assemblies
- Planned 'focus weeks' of pupil choice and interest to encourage attendance.

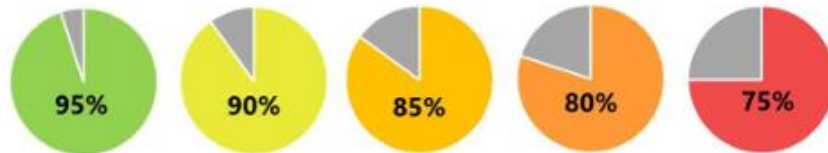
At Caledonia we aim to improve attendance through the following strategy

Caledonia Timeline for Monitoring Attendance



Attendance Matters!

If your child's attendance is...



In a year, this means your child has been absent for...



Also, if your child is this late every day by...



In a year, this is the same as losing...



At Caledonia Primary School our vision is to create a community of confident individuals, successful learners, responsible citizens and effective contributors.

Whilst our school staff work hard to achieve this with our pupils, good attendance and time keeping has a huge impact on our success in doing this.