

St Martin's Attendance Matters

Every school day makes a difference.

By making sure your child goes to school every day, you're helping them build a bright future and reach their full potential.



- Going to school every day opens doors to better opportunities in the future
- It helps children develop essential life skills
- It fosters relationships that can last a lifetime



Expectations	Reporting Absences	Authorised Absences	Unauthorised Absences	Lateness
• Pupils should attend school every day unless they are ill or have an approved absence. • Pupils should arrive on time and be ready to learn. • Parents/carers are responsible for ensuring their child attends school regularly.	• Parents/carers should notify the school as soon as possible on the first day of any absence. • The reason for the absence should be provided. • The school may request additional information if needed.	Examples of authorised absences include: • Illness or medical appointments. • Religious observances. • Exceptional family circumstances approved by the headteacher.	Examples of unauthorised absences include: • Holidays taken during term time without approval. • Staying at home for reasons not accepted by the school. • Repeated lateness without a valid reason.	• Pupils should arrive before the start of the school day. • Late arrivals will be recorded. • Repeated lateness will result in discussions with parents/carers.

Monitoring Attendance

Attendance records will be monitored regularly.

The school will contact parents/carers if attendance becomes a concern.

Support will be offered to families where attendance difficulties arise.



Supporting Every Child and Family

We are committed to supporting all of our pupils and their families. If you have any concerns about your child's attendance, wellbeing, learning, or any challenges that may affect their school experience, please don't hesitate to get in touch. We are here to listen, offer guidance, and work together to find the best support for your child. Early communication helps us provide the right assistance at the right time, so please contact the school whenever you need advice or support.



Attendance Policy

Updated June 2026



Rationale

Our attendance policy aligns with Glasgow's 'All Learners, All Achieving' - Included, Nurtured and Supported Policy' (August 2025). It is Glasgow's ambition to be a world class learning city, founded on nurture principles; a city where education staff are committed to social justice and the values of compassion, ambition, trust and equity to ensure inclusive and quality education for all learners. All education staff in Glasgow have a legal duty, in line with the principles of Getting it Right for Every Child (GIRFEC) and the recommendations of the European Convention of Human Rights to: work collaboratively to identify barriers to learning; make reasonable adjustments to meet need and remove these barriers for all children and young people. This means every child and young person is entitled to support to enable them to gain as much as possible from the opportunities which Curriculum for Excellence provides

Our policy embeds the values outlined in 'All Learners, All Achieving - Included, Nurture and Supported'

COMPASSION

AMBITION

TRUST

EQUITY

Compassion

We recognise that every child's attendance journey is unique. We approach attendance with empathy, understanding and kindness, seeking to understand the circumstances that may affect a child's ability to attend school regularly. Through positive relationships and supportive conversations with children and families, we work together to identify and overcome barriers to attendance, ensuring that every child feels valued, respected and supported.



Ambition



We believe that regular attendance provides children with the best opportunities to achieve their full potential. By attending school consistently, children can fully engage in learning, develop their skills and talents, and participate in the wider life of the school. We promote high expectations for attendance because we are ambitious for every child and are committed to helping them succeed academically, socially and emotionally.

Trust

Strong partnerships between school, children and families are essential in promoting positive attendance. We foster a culture of openness, honesty and mutual respect, where concerns can be shared and support can be accessed without judgement. By working collaboratively and maintaining clear communication, we build trusting relationships that enable us to respond effectively to attendance concerns and celebrate successes together.



Equity

We are committed to ensuring that all children have fair and equitable access to education. We recognise that some children and families may face additional challenges that can impact attendance and engagement. Through inclusive, nurturing and proportionate support, we strive to remove barriers and provide the assistance needed for every child to attend, participate and thrive. Our attendance practices are guided by the principle that every child deserves the opportunity to benefit fully from their education, regardless of their circumstances.



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The importance of attendance

IMPORTANT

A Legal Responsibility

In Scotland, school attendance is a legal requirement. Parents and carers have a responsibility to ensure their children attend school regularly and arrive on time.

Supporting Academic Achievement

Regular attendance helps pupils make the most of their learning opportunities. Consistent engagement with lessons and activities supports stronger academic progress and attainment.

Encouraging Social and Emotional Growth

Attending school regularly allows young people to build friendships, develop social skills, and access the support they need to thrive both emotionally and socially.

Building a Positive School Community

Good attendance contributes to a welcoming and inclusive school environment. When pupils attend regularly, they are more likely to feel connected, valued, and engaged in school life.

Identifying Support Needs Early

Monitoring attendance can help schools recognise potential challenges at an early stage. This enables timely support and intervention to promote pupil wellbeing and success.

Maintaining Learning Progress

Consistent attendance reduces interruptions to learning and helps pupils keep pace with the curriculum, preventing gaps in knowledge and understanding.

Developing Skills for Life

Regular attendance and punctuality encourage responsibility, commitment, and self-discipline—important qualities that support future education, training, and employment.

Demonstrating a Commitment to Education

Attending school regularly reflects the shared commitment of families, schools, and communities to ensuring every child has the opportunity to achieve their full potential.

Managing and recording an absence

If a child is going to be absent due to ill health then the named contact should telephone the

Pupil Absence Reporting Line on 0141 287 0039



or register to record the absence online. This can also be accessed through Parent Portal. If a child has an appointment during school hours – e.g. doctor/dentist, they must be collected by a parent or carer from the office and a copy of the appointment letter given to school clerical staff. Please phone the school directly to report the following absences: To make sure you receive the right support you require, parents and carers should still contact the school directly to report absences of a sensitive or personal nature, for example: Bereavement Serious illness, for example, an absence which is going to last more than one week Injury, for example, broken limb Contagious diseases or illness

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Online Reporting

Glasgow's mainstream primary and secondary schools operate a generic pupil absence reporting service during the school week. From August 2018 Parent/Carers or a named contact person can report their child's absence by using an Online Form and should register with MyGovScot account to access this.

The form will make it easier to report a pupil's absence or appointment during our peak periods.

A pupil's sickness absence must be reported prior to 09.30 am on the day of the absence.

If your child has been sent home from school, or you have been asked to collect your child from school, do not complete our online form and liaise directly with the school.

Authorised absence

Absences from school can be authorised, where there is a legitimate reason. Reasons include:

- Medical and dental appointments
- Religious observance
- Bereavement
- Weddings or funerals of close friends and family
- Meetings prior to, and during court appearances and other legal processes
- Attendance at, or in connection with, a Children's Hearing or Care Review, or appointment with another service provider, e.g. social worker
- Arranged absence in relation to children in Gypsy/Traveller families
- Participation in non-school debates, sports, musical or drama activities agreed by the school
- Lack of transport – including due to bad weather
- Term time holidays where there are exceptional domestic circumstances
- Family recovery from exceptional domestic circumstances or trauma



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Unauthorised absence

When there is no perceived valid reason for absence provided by the parent or carer then an absence will be recorded as unauthorised.

Unauthorised absences include:

- Family holidays during term time
- Holidays, which overlap the beginning or end of term
- Absence with no explanation from the parent/carers

Holiday Requests

Parents / guardians do not have the automatic right to take their child out of school without permission during term time. Authorised time off, during term time, is only given in exceptional circumstances. The school will only authorise absence for a family holiday in the following exceptional circumstances:

- Short term parental placement abroad
- Family returning to its country of origin for family reasons
- The period immediately after a hospitalised illness or accident
- A period of serious or critical illness of a close relative
- A domestic crisis, which causes serious disruption to the family home, causing temporary relocation

Any parent/carers wishing to request time off during term time for a family holiday must call the school office giving the dates of absence.

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Absence Procedure

- Parent/Carer calls absence line/completes online form by 9.30am
- Children/young people absent with no explanation - School office staff will send a Group Call message before 10am to parents/carers requesting explanation of young person's absence
- If no response within 1 hour of Group Call, the message will be resent and copied to one other known contact
- School will respond to an unexplained absence based on risk associated with the child. Office staff will alert the HT/DHT who will consider next steps
- If child/young person is on Child Protection register or is Care Experienced then a member of SLT will be notified and Social Work will be contacted
- If school has difficulty making contacts with parents/carers then efforts to trace the family/young person will be made. If there is a significant concern then the Children missing in education procedure will be followed.

Attendance monitoring and support

The children's attendance is tracked on a monthly basis and parents/carers will be informed in writing should a child's percentage of attendance fall below 95%.

Attendance Level 98% + - This is the equivalent of 4 days off during the year. This is above average and represents very good attendance.

Attendance Level 95% to 97% - This is the equivalent of 5 to 9 days off during the year. This is in line with the national average.

Attendance Level 90% to 95% - This is the equivalent of 10 to 19 days off during the year. If attendance continues to fall it could have an impact on learning. You will also be invited in for an initial meeting to discuss.

Attendance Level 80% to 90% - This is the equivalent of 20 to 38 days off during the year. Parents/carers will receive a letter from the school and their child's attendance will be monitored closely. Parents/carers may be invited to a meeting to discuss their child's attendance and what support is available to the child and family to improve attendance.

Attendance Level Less Than - 80% - This is the equivalent of more than 38 days off during the year. Parents/Carers will have had letters from the school regarding your child's attendance. They will also have been invited to the school to discuss their child's progress and supports in place. As part of our staged intervention approach there may be multi agency involvement and the case referred to the Learning Community Joint Support Team.

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Failure to engage

If Parents/Carers do not respond to letters, or engage with the school and supports in place, then Social Work may be informed about concerns surrounding attendance. Lack of attendance may result in a child being referred to Social Work and the Scottish Children's Reporters Administration (SCRA). Parent/carers may then be invited to appear at a children's panel hearing and if the child's attendance does not improve, court proceedings may follow. This is a last resort but good attendance is vital to your child's success in school and a legal requirement.

Attendance Letters and Meetings

When attendance falls below 90% an initial letter will be issued, notifying parents/carers of their child's attendance percentage. If there is no sustained improvement in attendance within 4 weeks then a second letter will be issued and parents/carers will be invited to a pastoral care meeting. Following this if there is no sustained improvement over the next 4 weeks a third letter will be issued inviting parents/carers to attend a further meeting to establish reasons and to discuss alternative supports. Consideration will be given to multi-agency involvement and the case will be referred to the LC JST. If attendance falls below 75% and there is no further improvement then consideration is given to referral to the children's reporter.



Our Commitment to Attendance

At St Martin's Primary School, we are committed to promoting excellent attendance and punctuality for all pupils. We recognise that regular attendance is fundamental to achieving positive educational outcomes, supporting wellbeing, and helping children develop the skills and confidence they need to succeed.

We strive to create a welcoming, inclusive, and nurturing environment where every child feels valued, supported, and motivated to attend school each day. Working in partnership with parents, carers, and external agencies, we encourage a shared commitment to attendance and address any barriers that may affect a child's ability to attend regularly.

Through positive relationships, early intervention, and ongoing support, St Martin's Primary School aims to ensure that every pupil has the opportunity to benefit fully from their education and reach their full potential. Regular attendance is a key part of our school community, reflecting our collective commitment to helping every child learn, grow, and thrive.