St Angela's Attendance Policy

St Angela's Attendance

At St. Angela's Primary, we are passionate about getting it right for the pupils we work with. In order for us to meet learners needs we require pupils to be in school, on time each day. Attendance levels for some of our pupils are of concern. Missing school negatively impacts on pupils academic and social development.

Appendix 3 explains the percentage of a pupil's attendance at school and what this means in days/learning missed. As per Glasgow City Council procedures, when a pupil's percentage falls, procedures are activated to help support and encourage regular attendance at school.

Attendance levels are calculated daily and all absences from school, **including Term Time Holiday Leave**, whether **authorised** or **unauthorised** will affect a student's percentage of attendance.

Attendance Procedures

In St Angela's staff are familiar with national and local guidance, including:

- Included, Engaged and Involved Part 1
- Glasgow City Council Management Circular 5a – *A positive approach to the Promotion of Attendance in Glasgow Schools (Appendix 3)*
- St Angela's Attendance Policy
- St Paul's Learning Community Attendance Mission Statement (Appendix 1)

Statutory duties are reviewed with all staff during the August In-Service Day.

Recording Attendance

All staff record attendance each morning and afternoon on SEEMIS.

Clerical staff apply correct SEEMIS attendance codes to ensure accuracy.

Unexplained Absence Process (Appendix 2)

Clerical staff follow GCC procedures daily, using Group Call and phone calls to contact families (including emergency contacts) where absence is unexplained.

Names of pupils absent without parental contact are emailed to SLT.

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Monitoring and Intervention

A list of pupils with attendance concerns, including vulnerable children, is maintained by SLT and shared with staff.

Attendance statistics are reviewed on a monthly basis utilizing the Fact Story Action Framework. Actions are in line with MC5a and recorded on Pastoral Notes.

SLT respond appropriately (e.g., home visits, social work communication, notifications of concern).

Whole-school attendance is monitored monthly by the Head Teacher using the Fact Story Action model to determine staged interventions.

Class teachers are informed of pupils with attendance concerns and alert SLT as needed.

Attendance data is reviewed during tracking conversations and highlighted at Parents' Nights.

Attendance is reported on in June of each session.

Targeted Support

Current Strategies in place to monitor and support improved attendance:

-Daily phone calls to families to offer support and find out reasons behind an absence.

-Weekly and monthly monitoring of attendance across the school.

-Regular tracking of pupils with attendance concerns highlighted.

-Targeted support from our PEF funded Home School Support Worker, Claire Marshall.

-Monitoring of late coming and meetings with parents/carers to support and plan next steps.

-Notification of concerning patterns of attendance and decreases in attendance without justification.

-Meetings with parents/carers to support improved attendance.

-Notifications sent to Social Work Services/SCRA for ongoing attendance concerns.

Updated December 2025

Exclusions

Practices follow national guidance (Included, Engaged and Involved Part 2) and GCC policy (MC8).

A nurturing, positive ethos is maintained through restorative approaches, nurture principles, and the understanding that all behaviour is communication.

St Angela's Relationship Policy promotes relationships and positive behaviour.

Reasons for absence

Authorised Absence – Key Points

Staff decide if an absence is authorised based on a legitimate reason, usually confirmed by a parent (note, email, phone) or another service provider.

- **Common authorised reasons:**
    - Illness (including ongoing mental health concerns)
    - Medical/dental appointments (recorded separately)
    - Legal processes (court, Children's Hearing, Care Review)
    - Meetings with service providers (e.g., social worker)
    - Religious observance
    - Bereavement
    - Weddings/funerals of close family/friends
    - Gypsy/Traveller family arrangements
    - Agreed participation in non-school activities (sports, drama, debates)
    - Lack of transport/bad weather
    - Exceptional domestic circumstances (including term-time holidays)
    - Exclusion (recorded separately)
    - Extended leave with parental consent (e.g., young carer activities)
- **Cultural sensitivity:** Absences for religious/cultural practices or family mobility should be authorised where appropriate.

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Unauthorised Absence – Key Points

- Common categories include:

  o Absence with parental awareness in specific circumstances

  o Family holidays during term time

  o Occasional absence without parental awareness

  o Longer-term absence due to **school-related issues**

  o Longer-term absence due to **home or wider community factors**

  o Absence linked to **substance or alcohol misuse**

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Appendix 1

St Paul's Learning Community
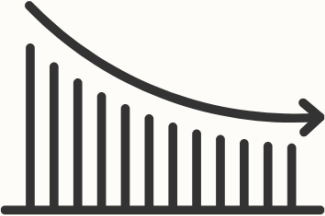**Attendance Mission Statement**

We are committed to working with our families to...

Increase pupil attendance
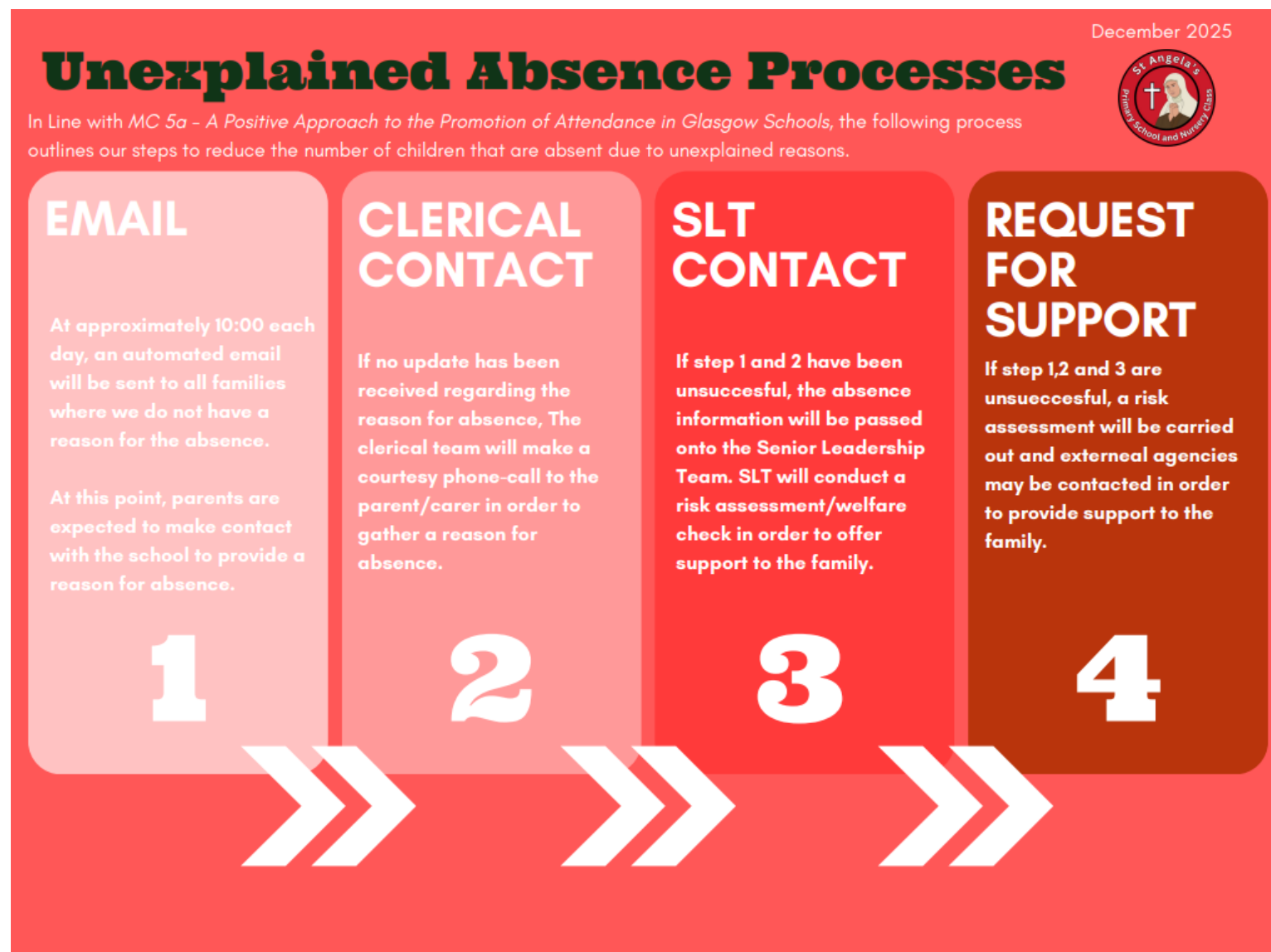
Reduce unauthorised absences

Remove barriers to school non-attendance

Appendix 2

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Appendix 3

190 days in school (perfect attendance!) — 100% No days missed

180 days in school — 95% 2 weeks missed

171 days in school — 90% 4 weeks missed

This is equivalent to 209 days absence over eleven years of schooling: more than ONE YEAR of school missed!

161 days in school — 85% 6 weeks missed

152 days In school — 80% 8 weeks missed

143 days in school — 75% 10 weeks missed

WARNING

DANGER ZONE

There are 365 days in a year, but only 190 school days. This leaves 175 non-school days to spend on holidays, family time, visits and other appointments.

This level of attendance gives your child the best possible chance of making good progress and having success in their learning

This level of attendance is worrying. It will make it harder for your child to make good progress and they are less likely to have success in their learning

This level of attendance is extremely concerning. It will be very difficult for your child to make good progress in their learning and there is likely to be a serious impact on their success in school

ATTENDANCE MATTERS... every school day counts!
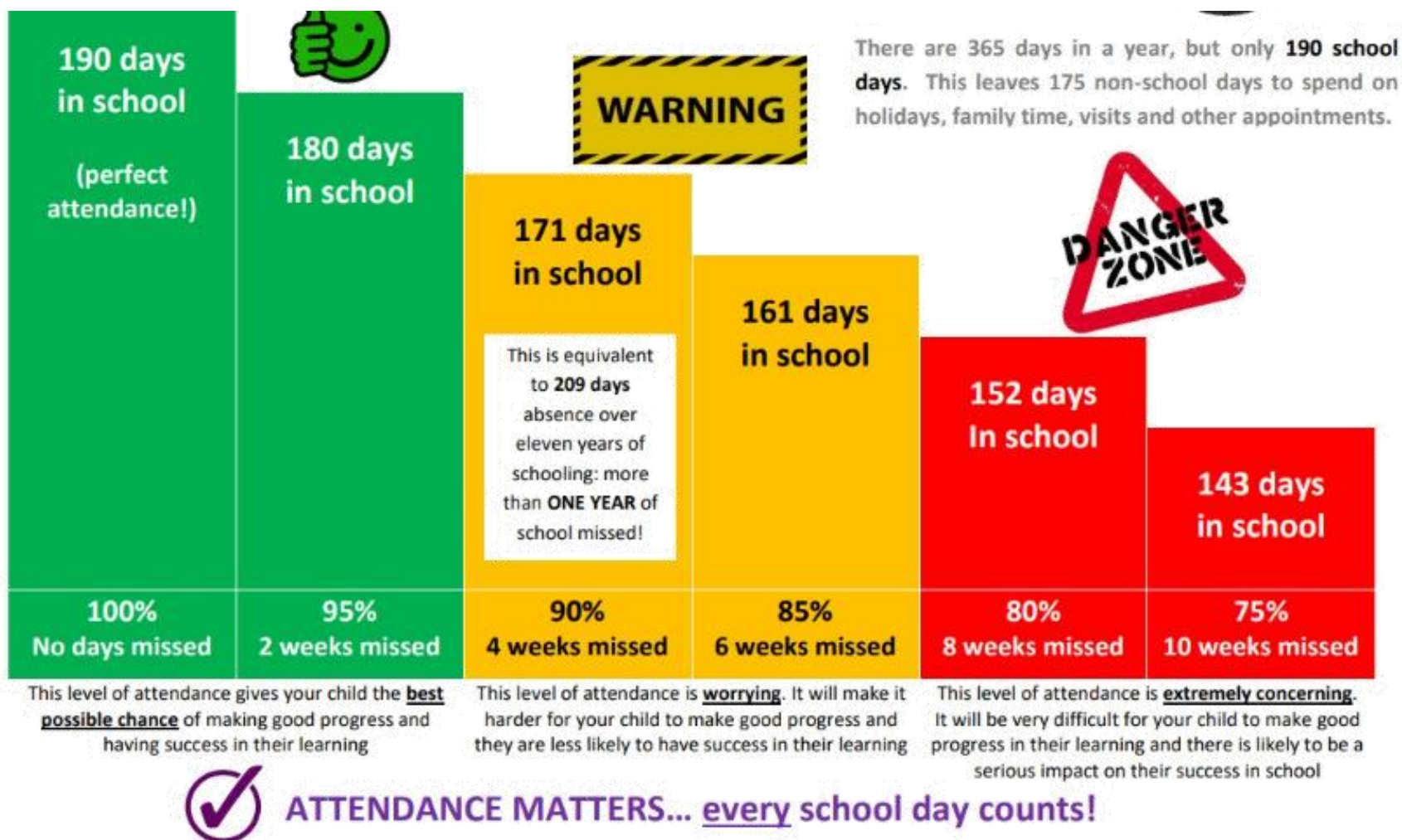
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Every school day makes a difference.

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

ATTENDANCE MATTERS EVERY DAY | Glasgow CITY COUNCIL

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