

All Saints Primary School Attendance Policy



Our Vision

We believe every child deserves every chance of success. Being in school every day and on time helps children learn, grow in confidence, and feel part of our community.

Purpose of this Policy

This policy explains how we work together to support good attendance and punctuality. It reflects our commitment to Getting It Right for Every Child (GIRFEC) as well as inclusion, engagement, and positive relationships.

Why Attendance Matters

- **Learning:** Children who attend regularly make the most of learning opportunities.
- **Wellbeing:** Daily routines help children feel safe and connected.
- **Future:** Good habits now prepare children for life beyond school.

What We Expect

- **Children:** Come to school every day, on time, ready to learn.
- **Parents/Carers:** Support good routines by getting their child to school by 9.00 am each day and letting us know if their child is absent.
- **Staff:** Record attendance & late coming accurately on SEEMIS, effectively use the school's attendance tracker to identify any patterns and trends and follow up on absences promptly and offer help needed.

Reporting Absence

Parents/Carers should call school as soon as possible on the first day of absence preferably before 9.15 a.m. to tell us why their child is off. Office staff will follow up on unexplained absences by 9.30 a.m.

Monitoring and Action

We check attendance regularly. If patterns of absence or lateness appear, we'll contact parents early and agree a plan together.

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How We Support Families

We understand life can be challenging. If attendance becomes a concern, we will

- Talk with parents/carers to understand what's happening.
- Offer practical help and advice.
- Work with other services if needed, following GIRFEC principles.

Support may include:

- Pastoral check-ins
- Flexible start times (where appropriate)
- Multi-agency support via Child's Plan

Celebrating Success

We love to celebrate good attendance! This might include certificates, class recognition, and sharing success stories with families.

Working Together

Good attendance is a team effort. By working together, school, families, and community, we can make sure every child has every chance of success.

Review Date: August 2026