



NEWARK PRIMARY SCHOOL ATTENDANCE POLICY

Created January 2026. To be reviewed January 2027.

Our Shared Vision

At Newark Primary, we are committed to the **Inverclyde Council Attendance Strategy (2024–2026)**, which views attendance not just as a number but as a reflection of a child's sense of belonging and wellbeing. In line with the **UN Convention on the Rights of the Child (UNCRC)** we believe every child has the right to an education that helps them reach their full potential.

Our goal is to increase the "pull factors" of school life, creating a nurturing, trauma-informed environment where every child feels safe, valued, and eager to participate.

Why Attendance Matters

Missing school, even for a few days can impact a child's social development and learning. Following the pandemic, Inverclyde Council has prioritised understanding the "root causes" of absence rather than simply tracking percentages.

- **95% - 100% (Excellent/Good):** Your child is fully engaged and has the best chance to succeed.
- **90% - 94.9% (Monitoring Zone):** We will monitor this closely. We know that small hurdles can lead to bigger gaps and we want to help early.
- **Below 90% (Persistent Absence):** This is the national threshold for concern. At this level, we will work with you to create a supportive pathway back to regular attendance.
- **Below 80% (Significant Concern):** This level of absence often suggests a barrier that requires a "Team Around the Child" approach, involving school staff and potentially partner agencies.

Our Commitment:

A Supportive Approach

We recognise that every family's circumstances are unique. Our approach is based on:

- **Engagement:** Involving children in decisions about their learning to make school more attractive.
- **Early Intervention:** Using data to spot patterns early so we can offer help before a situation becomes a crisis.
- **Trauma-Informed Practice:** Understanding that some children may experience "Emotionally Based School Avoidance" and need extra patience and a personalised plan.

When Your Child Cannot Attend:

Our Procedures

If your child is absent, you must notify us as soon as possible for safeguarding reasons.

What Parents Must Do:

1. **Contact the school office by 9:00 am** on the first day of absence via **Parents Portal** or phone the school office (**01475 715600**).
2. **Provide a clear reason** for the absence so we can understand how best to support your child upon their return.
3. **Holidays:** In line with the 2024–2026 Strategy, term-time holidays are generally recorded as **unauthorised**. We encourage families to prioritise school time to avoid gaps in learning.

What the School Does If We Don't Hear From You By 9:30 am:

- **Stage 1:** An email is sent to all parental contacts.
- **Stage 2:** A direct phone call will be made if we receive no response.
- **Stage 3:** We will call all listed emergency contacts.
- **Stage 4 (Safeguarding):** If we cannot confirm a child's safety, a **Home Visit** may be conducted. This is a supportive measure to ensure the child is safe and well.

Support and Partnership

Inverclyde's strategy emphasises that "Schools can't do this alone." We work closely with partners like Barnardos, Home Start, Education Psychology, Social Work Services and Action for Children.

If your child is struggling to attend:

- **Contact us immediately:** Ask for a meeting with **Mrs. Lisa McGroarty (DHT)**, our lead for attendance barriers.



Our Commitment to Children's Rights (UNCRC)

In line with the **UNCRC**, Newark Primary recognises that education is a fundamental human right (**Article 28**). We believe that every child should be supported to reach their full potential (**Article 29**) through an education that develops their personality, talents and abilities. We are committed to ensuring that our attendance procedures are always carried out in a way that respects the dignity of the child and takes their views into account (**Article 12**). By working together to remove barriers to attendance, we protect your child's right to learn, play and grow within a safe and supportive school community.

Key Contacts

- **Absence Reporting:** [01475 715600](tel:01475715600)
- **Lead for Attendance Support:** Mrs. Lisa McGroarty (DHT)

Policy References:

- Inverclyde Council Attendance Strategy 2024–2026
- Inverclyde Authority Attendance Policy (2024)
- Included, Engaged and Involved Part 1 (Education Scotland)