



## Dreghorn Primary School and Early Years Class Attendance and Unexplained Absence Protocol



### **Introduction**

Schools have a general duty of care for their pupils during the school day. It is our duty to ensure that all pupils are in school and accounted for. Should a child not attend school it is our duty to ascertain their whereabouts and ensure their wellbeing and safety?

### **Working in Partnership**

#### **Parental Responsibilities:**

- All children have a right to an education and it is a parents duty to ensure that they receive this
- Parents/Carers must ensure that their contact details, including emergency contact details, are up-to-date
- Parents are requested to inform the school on the first day of absence before 9.30 a.m. and indicate when they anticipate the child will return.

#### **School Responsibilities:**

- All pupils will be registered by teaching staff at the beginning of the session through the online SEEMIS tool. Should this be down a paper copy will be completed and sent to the office before 9.30 a.m.
- The office staff will follow up any children who are marked absent by:
  - In the first instance checking if any communication has been made from home to inform us as to the child's whereabouts
  - Secondly, making contact with the parent/carer by telephone to ascertain the whereabouts of the child.
- Should no contact be made office staff should advise the HT or SMT, if the HT is unavailable, a decision on how to proceed will be taken at this point.
- Should a child's attendance fall below 80% letter 1 will be sent home
- Should this absence continue to fall either letter 2 will be sent home and a meeting arranged or the HT will contact the Children's Reporter.

More information can be found in North Ayrshire Council's Standard Circular A15.