



Brodick



Corrie



Kilmory



Pirnmill



Shiskine



Whiting Bay



Arran Schools Attendance and Unexplained Absence Protocol January 2019

## Arran Primary Schools and Early Years Classes 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.

- **Article 3 (Best interests of the child):** *The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.*
- **Article 11 (Kidnapping):** *Governments should take steps to stop children being taken out of their own country illegally. This article is particularly concerned with parental abductions.*

### 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.
- Children's attendance will be monitored regularly and letters sent home if this becomes a concern, to ascertain ways in which the school could help.

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