



Calderhead High School

Attendance Policy

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Policy Statement

At Calderhead High School, we are committed to promoting excellent attendance and punctuality. We believe that regular attendance is essential for pupils to achieve their full potential and to benefit fully from the educational opportunities offered.

We recognise that strong, positive relationships between staff and pupils are central to improving attendance. Pupils are more likely to engage in their learning and attend regularly when they feel valued, understood, and supported. This commitment is reflected in our new Promoting Positive Relationships Policy, which aims to foster a nurturing and respectful school environment that encourages consistent attendance and enhances pupil wellbeing.

Every child has the right to education, and we strive to ensure that all pupils are included, engaged, and involved in their learning. Attendance is a shared responsibility, and this policy outlines clear procedures for all staff to follow.

Scope

This policy applies to all staff members, including teaching and non-teaching staff. It serves as a guide to Calderhead High School's approach to promoting good attendance and should be read in conjunction with other relevant school policies.

Policy Aims

- To promote good attendance and punctuality across the school.
- To clarify attendance procedures for staff, pupils, and parents/carers.
- To raise awareness of the link between attendance and academic attainment.
- To ensure safeguarding through accurate attendance monitoring.

Key Staff Members

While all staff are responsible for promoting good attendance, the following individuals have specific roles:

DHT & Child Protection Officer: Mr D MacPherson

Pupil Support Teachers:

Burns House: Mr R Duddy

Fleming House: Mr N McGinty

Lochhead House: Ms S Leitch

Wallace House: Mr R Ward / Ms K Phee

Family Engagement Support Assistant (FESA):

- Works directly with a targeted cohort of pupils whose attendance falls below 80%
- Engages families to identify barriers to attendance
- Supports pupils through tailored interventions and regular check-ins
- Collaborates with Pupil Support and external agencies to improve attendance

Absence Reporting

Parents/carers should report absences via the school office using one of the following methods:

Phone: 01501826701

Email: grp-absentcalderhead@glowschools.org.uk

Parent Portal

Please provide pupils name, year group, reason for absence and where possible the expected duration of the absence.

If the parent/carer does not contact the school office, an attendance alert message will be sent home

A group call will also be sent after lunch if a pupil was present in the morning, but absent in the afternoon with no contact from home.

Responsibilities

Attendance is Everyone's Responsibility

When	Who	Actions expected
DAILY	PUPILS	• Arrive in school before 08.50am • Be in class for 08.55am • Arrive to all classes on time • Hand in any absence or permission notes to Pupil Support or office
	CLASS TEACHER	• Greet pupils at door of the classroom • Complete registers on Seemis at start of the lesson • Take personal paper register • Discuss absence with returning students • Welcome long-term absentees back to class • Discuss individual absence concerns with dept PT or PTPS
	PUPIL SUPPORT	• Identify pupils with unauthorised absence • Speak with pupils about regular absences or lates • Phone parents/ carers when required about unauthorised absences • Phone parents/ carers with children absent more than two days or request call from office

When	Who	Actions expected
WEEKLY	PUPIL SUPPORT	• Make calls home to for pupils with severe absence • Monitor incomplete registers • Liaise with year group DHT regarding attendance concerns of individual pupils • Update absence events if note received • Support pupils unable to attend school for health reasons • Communicate with other agencies regarding severe absence • Check-in with returning pupils • Record interventions on Cares

When	Who	Actions expected
MONTHLY	PUPIL SUPPORT	- Review absence data - Support young people unable to attend school for health reasons - Check in with young people known to school already who don't attend - Look for potential patterns in absence - Send Attendance letters to parents/ carers of pupils with high number of absences
	SLT	Notify parents/carers of pupil attendance for the month including the number of lates.

When	Who	Actions expected
TERMLY	PUPIL SUPPORT	- Report pupils with absence concerns to DHT - Analyse attendance data and identify vulnerable groups
	SLT	- Maintain high profile of attendance - Ensure awareness of absence as safeguarding issue - Ensure attendance features in all parents' evenings - Ensure attendance policy is implemented across all departments - Monitor attendance data - Attend attendance meetings with PTPS and families for pupils in year group

Registering Pupils

The class register is a legal document. It is essential that pupil whereabouts are recorded accurately. Incomplete or inaccurate registers can lead to safeguarding concerns and administrative errors.

Teaching staff should notify the school office of any events in the school day / calendar, and they should be provided with all pupil names. The appropriate attendance code will be selected in consultation with SLT & PTPS.

Supporting Attendance

Calderhead High School recognises the importance of supporting attendance through a range of proactive strategies. We understand that improving attendance requires more than monitoring figures—it involves building strong relationships, identifying barriers, and offering tailored support. Through early interventions, flexible timetables, targeted outreach, and collaboration with families and external agencies, we aim to ensure every pupil feels safe, supported, and motivated to attend regularly.

Attendance Interventions

- Early intervention through calls, meetings, and support plans.
- Recognition and rewards for excellent attendance.
- Monthly parents/carers notification of their child's attendance and late coming statistics for the year to date.
- Supporting individuals on flexible timetables, which will be reviewed every 4–6 weeks.
- FESA support where appropriate.
- Pupil & Parent surveys to identify and remove barriers to absence.
- Attendance recovery group.
- Collaboration with external agencies where necessary.

Attendance Procedures

Please note that once a pupil's attendance drops below 95% or raises concern, Pupil Support staff will begin following the school's attendance procedures to ensure appropriate support and intervention is provided.

- North Lanarkshire Attendance Leaflet sent out at the beginning of the academic year.

- Calderhead Attendance leaflet sent out at the beginning of each term.

1	Attendance below 95%	Send attendance concern groupcall
2	Remains below 95%	Phone Call 1
3	Attendance below 90%	Letter 1
4	Remains below 90%	Phone Call 2
5	Attendance below 85%	Alert DHT (Pupil Meeting/phone call)
6	Remains below 85%	Letter 2
7	Attendance below 80%	Phone Call 3
8	Remains below 80%	Letter 3
9	Attendance below 75%	Cluster Improvement and Integration lead alerted
10	Remains below 75%	Phone Call 4
11	Attendance below 70%	Attendance Council/ CIIL /Cluster Support

-Work down the attendance checklist. If a pupil's attendance is improving from the last intervention do not escalate to the next stage.

-To celebrate attendance success an attendance spreadsheet will be created at the end of each month showing improvements and drops in attendance each month. PTPS to highlight with DHT who they wish to receive a groupcall to celebrate attendance success.