

Pupil Attendance Position Statement

Firpark Secondary School – School Protocols

Rationale

There has been a growing recognition that children and young people fail to attend school for a wide variety of reasons and that many such children and young people experience barriers beyond their control which prevent them from engaging fully with education. Non-attendance may therefore be an indicator of issues a child is experiencing, and these underlying issues need to be tackled if we are to effect change.

Aims

- To develop a high-quality pastoral care systems for early response to absence and signs of difficulty.
- To develop effective approaches to assessment and planning for children and young people who require additional support in their learning
- To work with partner agencies in planning to ensure effective local child and family support

Procedure

When a pupil is absent and no prior notification of this absence has been received, schools should attempt to alert parents to the unexplained absence, as soon as is practicable. If attempts to contact the parent are not successful then emergency contact numbers, such as other family members, may be used.

If the parent cannot be contacted to confirm the whereabouts of the child, the record of absence should be passed to a member of staff with responsibility for attendance who can consider the information in the light of known attendance problems, support needs or current concerns about the pupil. This member of staff will be responsible for assessing what further action is required; considering the implications for additional support to resolve any difficulties; and, if necessary, contacting the school's child protection officer.

In the case of looked after or highly vulnerable children, when the child does not attend school this should always be followed up immediately.

Responsibilities

Personal Learning Planning Teachers

- To check attendance during registration 9.00- 9.10 every morning.
- Record any absences on SEEMIS.

Teaching Staff

- Complete register at the start of every lesson on SEEMIS.

Office staff

- To text parents of any unauthorised absences.
- To make P.T. with attendance remit aware of any difficulties with contact.

Principal Teacher

- Liaise with Senior Management re concerns.

Senior Management

- To overview all aspects of managing attendance.
- To liaise with parents regarding any concerns about pupil attendance.
- To co-ordinate any support required to promote pupil attendance.
- Monitor absence patterns.

Monitor and Evaluation

This position statement will be reviewed on an annual basis.

Supporting Documents

Attendance Matters pdf.