



# *Mossend Primary School and Nursery Class*



*Where Stars Shine Brighter*



## **Mossend Primary School and Nursery Class**

# **Attendance, Engagement and Inclusion Policy 2026 – 2027**

*Supporting every child to attend, participate, belong and achieve*



## INTRODUCTION AND BACKGROUND

Mossend Primary School and Nursery Class recognises that regular attendance is fundamental to children's wellbeing, learning, achievement and sense of belonging. By attending regularly, children and young people can develop positive relationships, engage fully in learning opportunities and achieve their full potential.

We are committed to working in partnership with children, parents/carers and partner agencies to promote positive attendance and address any barriers which may affect attendance or engagement in learning.

Our approach is underpinned by the Education (Scotland) Act 1980, GIRFEC, UNCRC, The Promise, Scottish Government attendance guidance and North Lanarkshire Council attendance procedures.

### Attendance, Wellbeing and Inclusion

Attendance concerns may indicate that a child or family requires additional support. Staff will work collaboratively with families and partner agencies to identify barriers and provide support. Attendance information may contribute to wellbeing assessments and Child's Planning processes where appropriate.

### Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility, including children and young people, parents/carers and all members of school staff. Regular attendance supports wellbeing, learning, achievement and a sense of belonging within our school community.

Section 30 of the Education (Scotland) Act 1980 places a duty on parents/carers of children of school age to ensure that their child receives an education and attends school regularly. Attendance is recorded twice each day, in the morning and afternoon.

In line with Scottish Government guidance and local authority procedures, absences are recorded as either authorised or unauthorised. Schools may authorise absence where a valid reason has been provided. Where no valid reason is provided, the absence will normally be recorded as unauthorised.

To support positive attendance, in Mossend PS and NC we will:

- Report to parents/carers annually on their child's attendance through the annual school report.
- Monitor attendance regularly and contact parents/carers where attendance patterns cause concern or where additional support may be required.

- Ensure teaching and support staff record attendance accurately on SEEMiS each morning and afternoon.
- Work in partnership with children, young people and families to identify and address any barriers to attendance and engagement in learning.
- Undertake regular attendance monitoring by the Senior Management Team and, where appropriate, plan early intervention and support.

## **PROCEDURES FOR INFORMING THE SCHOOL OF PUPIL ABSENCE**

Parents/carers should inform the school as soon as possible on the first day of a pupil's absence and preferably before the start of the school day.

If no notification is received, the school will follow its attendance and child protection procedures, which may include attempts to contact parents/carers using all emergency contact details provided and the issuing of a text message. Where a child's whereabouts cannot be established and there are concerns about their safety or wellbeing, appropriate safeguarding procedures will be followed, which may include contacting relevant agencies.

Where a child is likely to be absent for an extended period, parents/carers should inform the school by telephone, email, Parents Portal or other agreed communication methods and keep the school updated regarding the reason for absence.

### **Family Holidays During Term Time**

Every effort should be made to avoid family holidays during term time, as absence from school can disrupt learning, wellbeing and continuity of education.

Parents/carers should notify the school in advance of any planned holiday during term time.

In accordance with Scottish Government guidance, family holidays taken during term time will normally be recorded as unauthorised absence unless exceptional circumstances apply.

Exceptional circumstances may include:

- A family holiday judged to be important to the wellbeing and cohesion of the family following serious or terminal illness, bereavement or other traumatic events.

Family holidays would not normally be considered authorised for reasons such as:

- Availability of lower-cost holidays.
- Availability of preferred accommodation.
- Poor weather experienced during school holiday periods.

- Holidays which overlap the beginning or end of term.
- Difficulties obtaining annual leave during school holidays, unless exceptional circumstances can be evidenced.

Where a holiday does not meet the criteria for authorised absence, the absence will normally be recorded as unauthorised. Absence requests should be discussed with the Head Teacher in advance wherever possible.

### Extended Leave with Parental Consent

Whilst most family holidays taken during term time will be recorded as unauthorised absence, some circumstances may be considered as extended leave with parental consent and may be authorised where appropriate.

Examples may include:

- Extended overseas educational trips not organised by the school.
- A short-term parental employment placement abroad.
- A family returning overseas to care for a relative or for significant cultural, family or community reasons
- Leave relating to children from travelling families.

Each request will be considered on its individual merits, taking account of Scottish Government and North Lanarkshire Council guidance.

### Exceptional Domestic Circumstances

Parents/carers may request leave in writing where exceptional domestic circumstances arise. The school may authorise absence where appropriate, including:

- The period immediately following a significant accident or serious illness affecting the child or family.
- A period of serious or critical illness of a close family member.
- A domestic crisis causing significant disruption to family life and requiring temporary relocation.
- Other exceptional circumstances where the Head Teacher is satisfied that authorised absence is appropriate.

Each request will be considered individually, taking account of the child's wellbeing, educational needs and the circumstances presented.

The Head Teacher retains discretion to consider individual circumstances and determine whether an absence should be authorised in line with Scottish Government guidance and local authority procedures.

North Lanarkshire Council has a statutory responsibility to investigate persistent unexplained absence. While every effort will be made to work collaboratively with children, young people and families to improve attendance, the Council may take formal action where necessary, including referral to the Scottish Children's Reporter Administration (SCRA) or other legal measures available under relevant legislation.

## **PROCEDURES FOR MANAGING ATTENDANCE IN MOSSEND PRIMARY SCHOOL**

The school promotes regular attendance as an important factor in supporting children's wellbeing, engagement in learning and achievement.

Attendance is monitored regularly by the Senior Management Team. Whilst we recognise that children will occasionally be absent due to illness or other authorised reasons, attendance patterns are reviewed monthly to ensure that any emerging concerns or barriers to attendance can be identified and addressed at an early stage.

As part of our attendance monitoring procedures, the school may contact parents/carers where attendance falls below 95% to discuss attendance patterns and identify whether any support may be required. Attendance percentages are considered alongside individual circumstances and the reasons for absence.

Attendance information for all pupils is reviewed at regular intervals throughout the school year. Where appropriate, parents/carers will receive correspondence providing attendance information and highlighting any concerns about attendance levels.

The school appreciates that periods of illness and other authorised absences will occur. Our monitoring procedures are intended to support children and families and to ensure that all pupils are able to access learning opportunities and achieve their full potential.

Attendance statistics are collected and reported in line with Scottish Government and North Lanarkshire Council procedures. National attendance data is published by the Scottish Government, allowing schools and families to understand attendance trends and compare performance across Scotland

## Mossend Nursery Class

Although attendance at our nursery is not compulsory, regular attendance is important because it helps children to:

- Meet and make friends, developing positive relationships and important social skills.
- Explore and experience new opportunities with adults who know and care for them.
- Learn about themselves and the world around them in a safe, supportive and nurturing environment.
- Develop confidence, independence and self-esteem through familiar routines and daily experiences.
- Access the full range of learning opportunities and experiences within the curriculum.

Attendance is a shared responsibility between the nursery and families. By working together, we can ensure that children gain the greatest possible benefit from their nursery experience.

### **Parents and carers:**

- Support their child's regular attendance at nursery.
- Keep in touch regarding absences.
- Share any concerns that may affect their child's attendance, wellbeing or engagement.

### **Staff:**

- Provide a welcoming, caring and inclusive environment.
- Work in partnership with families to support children's attendance, wellbeing and development.
- Create experiences that are safe, stimulating, challenging and enjoyable.

Although attendance at nursery is not compulsory, regular attendance helps children build positive relationships, establish routines and engage fully in their learning. Children who attend nursery regularly are more likely to develop positive attendance habits as they move into primary school. For this reason, the principles of our nursery attendance policy are closely aligned with those of the school.