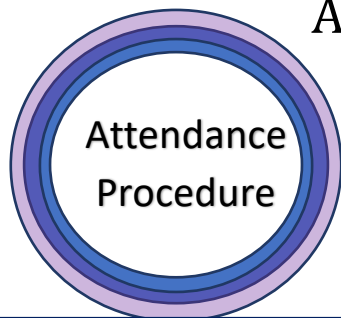


# Newmains Primary School

## Attendance Info



### Step 1:

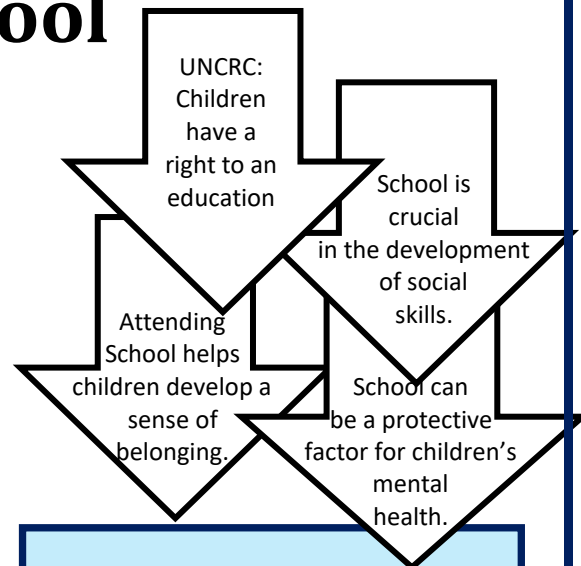
Office staff receive information about absences from class teachers. If families have not contacted the school, office staff send a text message to find out the reason for the absence.

### Step 2:

If family does not call or email with reason for child's absence, office staff make a telephone call. If reason is established at this point, no further action taken.

### Step 3:

If no one answers, a message is left to contact the school. If family does not respond to telephone call, Senior Leadership Team call. If no further contact, SLT make home visit.



It is a child's right to an education. Lower levels of attendance have an adverse impact on future outcomes and opportunities.

Schools have a duty to ensure that good policy and practice are in place that support managing attendance. Newmains Primary School's goal is to have an attendance policy that reflects our goal of positive relationships.

Families can help improve attendance. Families can promote the positive impact that an education can have on children. Families can help improve their child's future outcomes.

