

Stane Primary School and Nursery Class



Attendance & Absence A Guide for Parents

What happens if my child has a lot of time off school?

We encourage all children to attend school regularly.

If your child's attendance gives cause for concern, we will send a letter alerting you to this and you will be asked to contact a member of the Senior Management Team to discuss how we can work together to improve attendance.

If concerns continue, a further letter will be issued and the school's Family Support Officer will be informed. They may investigate unexplained absences and the Education Authority has the power to write to, interview, prosecute parents or refer pupils to the Reporter of the Children's Panel if necessary.

In Stane Primary we value regular attendance highly.

How does the school reward good attendance?

Certificates will be given to children who have attended school with no or few absences. Please note that we do take into account significant events that result in absences.

100% - Perfect Attendance - Gold Award

98-99% - Excellent Attendance - Silver Award

96 -97 % Very Good Attendance - Bronze Award

**80% attendance = 40 days absence
=8 weeks of education lost!**

This guide is intended to give parents and carers some information and answer a few frequently asked questions about attendance.

Regular attendance is important because it:

- establishes good habits for life
- Provides continuity and progression in learning
- Encourages your child to value education

By attending school every day, your child receives 5 hours of learning and teaching time to learn, develop knowledge and skills in all areas of the curriculum. Over a year this amounts to a total of 975 hours. Where there are a number of absences this can have a significant impact on your child's progress.

There is a legal requirement on parents to make sure their children attend school regular – further information on this can be found in our school handbook.

Attendance is recorded daily as authorised or unauthorised, using codes on guidance issued by Scottish Government Education Department (June 2003).

What should I do if my child is ill or absent from school?

You should contact the school either by text or phone on the first morning of the absence to let us know the reason and anticipated return date. This information is passed on to the class teacher and will be used to record the type of absence. Where possible please send in a letter on your child's return.

Attendance is monitored by class teachers and senior management. When an absence is unexplained, parents may be contacted by text message as part of our pastoral responsibility.

Telephone number: 01501 826 705

School Text number: 07860 034 662

Nursery Text number: 07860 034 663

If the absence extends beyond a couple of days, you should contact us to ask that any work that has been missed be sent home or prepared for collection, but that will depend on the kind of illness your child is suffering from.

Please bear in mind that your child will have missed valued teaching time.

If you have been unable to contact the school, then you should give your child a note to give to their class teacher on their return to school.

What about an absence in order to celebrate a recognised religious event?

Parents from ethnic minority religious communities may request that their child be permitted to be absent from school to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on no more than three occasions in any one school session and the pupil will be noted as an authorised absentee on the register.

What about holidays during term time?

Family holidays during term time will be categorised as an unauthorised absence. This would include holidays taken for the following reasons:

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced during school holidays
- holidays which overlap the beginning/end of term
- parental difficulty obtaining leave

It is acceptable under exceptional circumstances for the school to authorise a family holiday during term time. Such circumstances would include:

- family holiday judged to be important to the family following a traumatic event
- parental difficulty obtaining leave where evidence is provided by employer that it cannot accommodate leave during school holidays without serious consequences.

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