

# St Michael's Primary School



## Attendance Policy

Written: August 2019

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## Pupil Attendance Policy

The school Policy is in accordance with Scottish Government guidelines with *Included, Engaged and Involved: Part 1: Attendance in Scottish Schools* and NLC Management Circular B1.

### Pupil Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent of a child of school age to provide for him/her education either by regular attendance at a public school or some other means.

Pupils are marked present if they are in school.

They also should be marked present if they are directed by the school for various activities out of school. Reasons for being marked present out of school include:

- (a) Work experience
- (b) Educational visits
- (c) Day and residential visits to outdoor centre
- (d) College/consortium school study
- (e) Interviews and visits regarding higher and further education
- (f) Debates, sports, theatrical activities etc
- (g) Psychological services interviews
- (h) School medical examination
- (i) Home tuition

### Pupil Absence from School

Parents are asked to inform the school by letter or telephone if their child is absent from school, confirming the reason for absence.

If a child has a series of unexplained absences, the local authority has the power to write to, interview or prosecute parents, or refer pupils to the reporter to the Children's Panel, if necessary.

Children should be marked 'unauthorised' until a reason for absence is notified.

If the reason for a period of absence is not reported to school staff on a pupil's return to school then an absence enquiry letter is sent home to parents.

The codes used to mark absence are as follows:

HOL -	Holiday
CLO -	Closed (e.g. election)
INS -	In-Service
EXL -	Extended leave with parental consent (e.g. family returning to country of origin to care for relative or cultural reasons)
PER -	Medical / Dental Appointment
MIS -	Missing
FLD -	Field Trip
VIS -	School Visit
STY -	Study Leave
SCH -	In school but not in class (e.g. Nurture children)
OTA -	Attendance other than at school
LAT -	Late (arrives before mid-point)
WRK -	Work Placement
SEP -	Sickness with educational provision (e.g. hospital or home tuition)
MED -	Medically Certified (mostly for pupils in receipt of a bursary)
SEL -	Self Certified
LT2 -	Late (arrives after mid-point)
PHL -	Authorised parental holiday - exceptional only
DCA -	Exceptional domestic circumstances (e.g. period immediately after an accident, critical illness of a close relative)
ABS -	Absent
UPH -	Parent Holiday - almost all
UNA -	Truancy or unexplained absence
DCU -	Exceptional domestic circumstances (see notes)
EXC -	Exclusion

### Implications for School Staff

- (a) If a child does not report for school by 09.30 and there has been no telephone call or message informing the school of absence, then the school office should be informed and a phone call will be made to ascertain the cause of absence.
- (b) If an absence is longer than one week then a telephone call will be made to the parent to discuss.
- (c) If the pupil is still absent and no communication is received then School Management will visit the house and if appropriate, Social Work will be contacted.
- (d) If several absences result over a period of time, then there is a possibility of prosecution.

### Pattern/Frequent Absence Procedures

- (a) A Pupil Attendance Record will be issued to all parents with final reports at the end of the school year.
- (b) The Head Teacher will monitor registers on a monthly basis to detect frequency or patterns of lateness and absence.
- (c) Where there are concerns, an informal letter will be sent home inviting parents to discuss the situation.
- (d) Where there is a pattern of late coming or absences, a referral may be put in for Barnardos to support the family.
- (e) If the situation does not improve, support may be requested from partner agencies.
- (f) If concerns remain, a formal letter will be sent home advising parents of their responsibilities in line with Education (Scotland) Act 1980. A referral may be made to the Reporter of the Children's Panel.