

ATTENDANCE

Section 30 of the 1980 Education Act places a duty on every parent of a child of “school age” to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc Regulations 1993 requires each child’s absence from school to be recorded in the school register as authorised or unauthorised: As defined by the Scottish Government.

At the start of each school session, parents will be asked to provide contact details including at least one emergency contact number. Parents are required to inform the school if these contact details change during the course of the year.

Parents and carers are asked to inform the school office before 9.30am if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff sending a text to the main contact provided for the child. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Parents/carers are required to inform the school by letter or telephone if their child is likely to be absent for some time, and to give the child a note on his or her return to school confirming the reason for absence.

Children whose attendance falls below an acceptable level will be notified in writing by the school.

Attendance Levels:

Excellent 95% - 100%

Very Good 90% - 94%

Satisfactory 85% - 89%

May impact on learning

Cause for Concern Below 85%

Likely to impact on learning

Attendance %	School Days Absent	School Weeks & Days Absent	Impact
95%	9½ days	1 week 4½ days	
90%	19 days	3 weeks 4 days	
85%	28½ days	5 weeks 3½ days	Absences equal to more than half of one term.
80%	38 days	7 weeks 3 days	Absences equal to almost one whole term.
75%	47½ days	9 weeks 2½ days	Absences equal to one full term.
70%	57 days	11 weeks 2 days	Absences equal to more than one full term.

We monitor our attendance on a monthly basis and parents of children whose attendance falls below 85% will receive a letter. If attendance fails to improve a further letter will be sent. Parents will receive a total of 3 letters before being asked to attend a meeting with Mrs Hunter to discuss how attendance can be improved. Our letters will be as follows:

Letter 1 For Information

Letter 2 Reminder

Letter 3 Legal obligation of attendance

Letter 4 Request to meet with Mrs Hunter

TERM TIME HOLIDAYS

Every effort should be made to avoid family holidays during term time as this both disrupts the child’s education and reduces learning time.

Parents/Guardians should inform the school by letter of the dates before going on holiday.

Absences will be classified as authorised **only in exceptional circumstances**. Such 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.

A family holiday classified under the ‘authorised absence’ category will not include such reasons as :-

The availability of cheap holidays

The availability of desired accommodation

Poor weather experience during school holidays

Holidays which overlap the beginning or end of term

Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences.

Family holidays with the similar characteristics will be classified as **unauthorised absence**.

Where the Head Teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.

Where most family holidays will be recorded as an unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorised under circumstances such as:-

Extended overseas educational trips not organised by the school

Short-term parental placement abroad

Family returning to its country of origin to care for a relative, or for Cultural reasons

Leave in relation to the children of travelling families

Exceptional Domestic Circumstances

Parents may request permission for such leave in writing and the school may authorise such requests under the following:-

The period immediately after an accident or illness

A period of serious or critical illness of a close relative

A domestic crisis which causes serious disruption to the family home causing temporary relocation.

LATECOMING

Regular attendance at school is important and has been proven to be linked to improved achievements. We monitor late coming on a monthly basis and parents of children who have 3 or more instances of late coming in one month will receive a letter. Parents will receive 3 letters before a fourth requesting a meeting with Mrs Hunter to discuss how late coming can be improved. Our letters will be as follows:

Letter 1	For information
Letter 2	Reminder
Letter 3	Offer of support
Letter 4	Request to meet with Mrs Hunter

In order to avoid escalated communication reduced occurrences of late coming must be evident. Report cards will indicate instances of late coming during the school year.

At Whitelees we have a duty to ensure children attend school regularly. Multiple absences can hinder a child's ability to learn and progress.

We would hope that you would work in partnership with us to ensure your child reaches their full potential.



WHITELEES PRIMARY SCHOOL

ATTENDANCE AND LATECOMING

Parent and Learner Guide



