



## Whitelees School Ethos

At Whitelees we pride ourselves in our welcoming and positive school environment, where we believe that children learn well when they feel good. We provide a safe, secure environment, within an ethos and culture of support and encouragement.

## Regular Attendance

We promote positive attitudes towards learning and attendance in our children and families. Regular attendance is important because it:

- allows children to form positive relationships with staff and peers,
- establishes good habits for life,
- provides continuity and progression in learning
- encourages children to value education.

By attending school every day, your child receives five hours of learning and teaching time to develop knowledge and skills in all curricular areas. 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.

## Attendance Thresholds

Sometimes it is easy to lose track of attendance and percentages can be misleading. For example, if your child reaches an attendance trigger of 85%, this can have a significant impact of learning and development. 85% attendance translates as approximately:

**28.5 days of absence, which is equal to 5 weeks and 3.5 days, or almost half a school term of missed 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.

## What is the Role of Parents and Carers?

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.

## Reporting an Absence

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. This information will be passed to the class teacher and will be used to record the type of absence. If your child is absent for more than one day, please call the office on each day of the absence to ensure we continue to record the correct absence code.

Attendance is monitored by our clerical team, class teachers and senior management. Where an absence is unexplained, parents will be contacted by text message as part of our pastoral responsibility to establish the nature of the absence. In the interests of child safety, the police will be contacted if all attempts to locate the child have been exhausted.

Parents and carers are required to inform the school by letter or telephone call if their child is likely to be absent for some time, and to provide a note to school confirming the reason for absence.

## How do I Report an Absence?

There are several ways to report an absence. You can:

- Call - 01236 794814
- Email - [enquiries-at-whitelees@northlan.org.uk](mailto:enquiries-at-whitelees@northlan.org.uk)
- Parent Portal
- Note or letter

## Absence Texts

Where an absence is unexplained, parents will be contacted by text message as part of our pastoral responsibility to establish the nature of the absence. Pupils who have not arrived in school and for whom we have not received a notification of absence for before 9:30am, will have a text message sent to the main contact asking them to contact the school. It is vital that any pupils who are late report to the main office on arrival at school to ensure texts are not sent to parents/carers. We remind you that Class Dojo **should not** be used to notify the school of absences; during school hours class teachers are working directly with the children and do not access Class Dojo.

## Late Coming

We monitor late coming on a monthly basis and parents/carers of children who have three 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 Murdoch 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 Murdoch

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.

