

How can you support your child to maximise their attendance?

- ✓ Wherever possible, please make medical/dental appointments outside of school hours or during holidays. Where this is not possible, please inform the school prior to your appointment and also minimise the amount of time your child is absent to attend the appointment.
- ✓ Please do not book family holidays during school term time. Such absences can have a significant effect on your child's progress and engagement in the school environment. School staff will not provide packages of work for children to take on holiday. Other than exceptional circumstances, school holidays cannot be authorised by the school. If you have booked a holiday during term time, please contact the school before you go on holiday.

What to expect?

- We will contact you via text, phone call and letter to highlight attendance concerns – this is a means of highlighting the impact of absence.
- We always welcome parents/carers in to school to discuss any concerns and on occasion, we may invite you in to discuss ways we can work together to improve attendance for your child.
- If poor attendance is an ongoing issue and school and home have not been able to successfully work together, it may be necessary to open an Integrated Assessment (IA). This is a multi-agency assessment that is completed by Education, Health and Social Work. All agencies work with the family to decide on next steps.
- SCRA – Where all other avenues have been exhausted, the case may be referred to the Children's Reporter. They will review the case independently and can enforce statutory orders to ensure that attendance does improve.

Please remember...

We want all of our pupils to attend school as often as possible however if your child is ill, please contact the school as soon as possible explaining the reason for the absence and when you expect them to return. Please note that with cases of sickness or diarrhoea pupils must not return within 48 hours of the last episode.

St David's PS

Supporting Attendance Guidance

*Getting it right for all our children
by maximising school attendance*





Good attendance underpins the priorities of attainment, achievement, inclusion and social justice. As such, we monitor attendance and timekeeping of our pupils closely on a regular basis with the aim to maximise attendance. We value the support of our families with this matter and so keep in touch regularly in line with Renfrewshire Council's Standard Circular 5- Included, Engaged and Involved: Attendance in Educational Establishments

Recording Absence

As an educational establishment, we have a duty to ensure that our registered pupils attend school on a regular basis and therefore we keep an attendance register for pupils for each morning and afternoon session.

*Attend today, Achieve
Tomorrow*

Authorised Absence

In specific circumstances, an absence can be authorised by the school following direct discussions between the school and parents/carers. Some of the categories that may fall in to this category are:

- Medical and Dental appointments – please show your appointment letter/text message to the school office prior to the appointment. Please note that only the appointment and reasonable travelling time will be authorised and not the full school day.
- Religious Observance – please contact the school office directly or send in a note with your child.
- Bereavement
- Weddings or Funerals of close family members
- Exceptional domestic circumstances

Unauthorised Absence

The category of unauthorised absence will be applied to:

- Most family holidays, unless there are exceptional family circumstances and the holiday has been agreed by the school.
- Truancy
- Parent condoned absence where the school does not accept there is a satisfactory reason for the absence

How do we support attendance?

- ✓ Every month, we highlight all our pupils who have 100% attendance for the month at assembly.
- ✓ We award Perfect (100%) and Excellent (98/99%) Attendance at our Annual Awards Ceremony in June.
- ✓ If absent, school staff will try to make contact with you to discuss the absence of your child.
- ✓ If your child returns from an unexplained absence, we will send home a yellow letter – please complete this with your child's details and details of the absence and return to school as soon as possible.