

Alloway Primary School Attendance Information Policy for Parents and Carers



Why is attendance important?

Attending and taking part in learning - wherever learning takes place - is fundamental to making sure that our young people become successful learners, confident individuals, effective contributors and responsible citizens. Scotland's children and young people need to be included, engaged and involved throughout their education. Pupils who do not attend school regularly have less opportunities to be supported in their learning and will not make appropriate progress.



Start/Finish Times

Alloway Primary starts at 9am and finishes at 3pm. Our playground is supervised from 8.45am. Children must be in class from 9am and should enter via their classroom door. If your child arrives after this time they should enter via the school office. Teachers will complete registers by 9:10am. If your child arrives after 9:10am, they may be marked as late.

Absentees

If your child is marked as absent on the register, you will be sent a text message asking for reason for absence, if not already known. A text will be sent, followed by a phone call if no contact has been made. In some cases, SLT may be required to make house visits.

Communication is vital.



Reasons for Absence

- They are ill.
- They are attending a doctor or hospital appointment.
- They are going to a meeting about a Children's Hearing or court, or if they are going to a Children's Hearing, care review or court.
- If they are involved in an activity and the school agrees in advance.
- Someone close to your child has died.
- There is a crisis or serious difficulty at home or in your family.
- They are going to a religious ceremony or a wedding of someone very close to them.
- You are a Gypsy/Traveller family and while you go travelling you keep in touch with your child's teacher.
- Your family is returning to a country of origin for cultural reasons or to care for a relative.

Your child can be off school if:

- you have informed the school of the reason why your child is off, and the school is satisfied that this is a valid reason, these would be called authorised absences. However, these days off will still contribute to their overall attendance percentage.



Family Holidays During Term Time

If your child is off school because you are away on holiday the school will record this as an unauthorised absence. It is up to education authorities to decide what sanctions they will use if there is an unauthorised absence. There are some circumstances where permission might be given for a holiday during term-time. This would include when:

- A family needs time together to recover from distress.
- A family holiday is restricted to term-time because of the parent's job (for example a parent is in the armed services or emergency services).
- There are other circumstances considered to be exceptional.



We are here to listen and help support with any issues in relation to attendance.

Please contact either
Mrs Park (Principal Teacher P1-3)
Mrs Stewart (Principal Teacher P4-7)
Mrs Miller (DHT)
Mrs Meney (HT)

Working Together

At Alloway Primary we want to work together with you to ensure your child makes the best progress that they can. Together we want to make sure that your child is in school and supported to have good attendance patterns. If there are concerns about your child's attendance we will write out to you. Be aware of the impact of regular absences – missing school is missing out.

- Take family holidays outside term time.
- Try to arrange non-urgent dental and medical appointments outside school hours.
- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Inform the school if your child is absent due to illness or other reason.
- Discuss any problems or difficulties with the school, staff are there to help and will be supportive.

Every school day counts

Attendance percentages can be misleading. Consider the following:

100% Attendance	0 Days Missed	Gives your child the best chance of success and gets them off to a flying start.
95% Attendance	9 Days of Absence 1 week and 4 Days of Learning Missed	
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Less chance of success. Makes it harder to progress.
85% Attendance	27 Days of Absence 5 Weeks and 3 Days of Learning Missed Almost half a term missed	Serious implications on learning and progress.
80% Attendance	36 Days of Absence 7 Weeks and 3 Days of Learning Missed Half a term missed	
75% Attendance	45 Days of Absence 9 Weeks and 1 Day of Learning Missed Almost 1 whole term missed	

