



Ballantrae Primary School

Attendance Policy Summary for Parents

Telephone 01465 716803

Why is good 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

All Pupils

Start: At gate no later than 9am

Finish: 3pm

If your child arrives after 9am, they should enter through the front office where clerical staff will note their attendance.

Registers

Teachers will complete registers by 9:30am. If your child arrives after 9:30am, 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 your child is absent, you should let the school know the reasons for absence via Xpressions app or phone call.

Attendance Letters

Ballantrae Primary places great emphasis on good attendance and timekeeping and will ensure you are aware of poor attendance with a sequence of letters. If your child's attendance drops below 90% you will be sent a letter. If your child's attendance does not improve, you will be sent another letter and you may need to come into school for a formal meeting. If there is still no improvement, a referral to the Local Attendance Council may be made.

Reasons for Absence

Your child can be off school if:

- 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.

As long as 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 will be called authorised absences. **However, these days off will still contribute to their overall attendance percentage.**

Family Holidays During Term Time

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 in the armed services or emergency services).
- There are other circumstances considered to be exceptional.

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.

Working Together

After so much disruption to your child/ren's education over recent years, the most important thing is that the school and parents work together to get children back into school. The school is ready to listen so please contact us if you have any worries and we will try to support you in any way that we can.