

Kingcase Primary and EYC

'Soaring to Excellence'

Our Positive Approach to increasing Attendance

Last updated: August 2024







Rationale:

Our Position Statement includes information around our newly established processes around the monitoring and tracking of pupil attendance. This focuses on what is done each day, but also over a longer period of time – i.e – a month and a term.

The Position Statement also features information about our updated approach to using a nurturing approach to ensure that where there is a barrier to attendance, proactive steps are taken to address.

Key People in our Kingcase approach to improving attendance are:

	<p>Mr Delaney Head Teacher Overview of Policy and Implementation Child Protection Officer</p>
	<p>Mrs McClure A Deputy Head Teacher (PSC) Responsible for monthly tracking and intervention planning Depute Child Protection Officer DM for Care Experienced Children</p>
	<p>Mrs Afrin A Principal Teacher Strategic Overview of Early Years Centre Supports EYPs with monitoring and increasing attendance of key children.</p>
	<p>Mrs Ruddock Clerical Assistant Daily management of attendance record keeping and first line communication between office and SLT. Responsible for tracking attendance and reporting to SLT.</p>

Our Daily Attendance Flow Chart:

Steps	Actions by whom:	Comments
1:	-Class Teachers to send absence by email to office – no later than 9:15	
2:	Clerical should update SEEMis accordingly with the information sent by Class Teachers. Care should be taken to use the correct codes.	
3:	Step 2 should be complete by around 9:30. Clerical Assistant should then email SLT with absences of key children (PEF and children where there are safeguarding concerns – 'Red Flag Children' – see below for definitions).	
4.	In the first instance, when a child is unaccounted for, a text messages should be sent out to both emergency contacts of absent children. Where no explanation is found, a further email is sent and a phone-call is made.	This must be done between 10am-10:15 to ensure the rest of the procedures can be followed in a timely manner.
5	If after trying all avenues, a reason is not obtained for any child. the HT/DHT should be informed and a door-step visit would be carried out by two members of staff (one being a member of SLT).	

Monitoring of Pupil Attendance:

The HT or DHT will formally monitor pupil attendance monthly. The office should prepare the report of whole school pupil attendance information for SLT to quality assure.

Definitions

Red Flag Children	<ul style="list-style-type: none"> ➤ Children who may be open to Social Work ➤ Where absenteeism is an ongoing issue. ➤ Where absenteeism is presenting as a barrier to learning/progression. ➤ Children who are tracked using PEF spend.
Amber Flag Children	<ul style="list-style-type: none"> ➤ Children where absenteeism is becoming a new thing, or where regular term time holidays are a familial routine.
Green Flag Children	<ul style="list-style-type: none"> ➤ Children who are very rarely absent, or where absenteeism never drops below 90%

Questions Parents/Carers often ask our office staff.

The scenarios below are common conversation between parents/carers and school staff. The answers provide some ideas of things which can be said in reply.

'We are going a family holiday and will be off from between xx to xx'.

-We must make clear that this is not an authorised absence, and will be recorded as such. This absence may also impact on child's learning. Office should inform Class Teacher and SLT of this. They should also ask the parent for something in writing, which should be added to pupil PPR.

'He/she is off because he has a cold'

-Gently remind parents/carers that they can send him/her to school after giving them medicine. Children pick up colds easily, and if he/she is able to come to school then it would be good to see them. The Class Teacher will keep an eye, and we will contact home if they become unwell.

'He/she is off because of a tummy upset'

NHS guidance and school policy is that a child with a tummy upset should remain off school for 24 hours after the last episode of sickness/diarrhoea.

When attendance drops below 90%:

At Kingcase, we realise that when attendance drops below 90% for a particular child, there are often reasons which are complex and need supported using a nurturing approach.

In August 2024, we decided to review the formal letters used in these situations and made changes to these to reflect our new way of working.

Kingcase Primary School and EYC

Head Teacher: Mr R.J.Delaney

Kingcase Primary and Early Years Centre

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Our Motto is: 'Soaring to Excellence'

We value: Honesty, Equity, Compassion, Responsibility and Respect.

DATE

ATTENDANCE LETTER 1

Dear Parent/Carer

Keeping children and young people safe in school is a high priority for Kingcase Primary School.

Like all South Ayrshire Schools, we are committed to working in partnership with parents/carers and our partner agencies to ensure all children benefit from an education that maximises the opportunity to achieve their full potential at school.

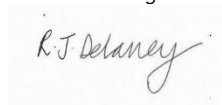
School staff have a responsibility to monitor and record absence. Across the school year, the school will monitor attendance at regular intervals. Where a child's absence is below 90%, school will use information about the reasons for absences to make a decision around next steps. Usually we will notify parents/carers, where the absences are unauthorised. Unauthorised absences are usually holidays during term-time (unless authorised by the Head Teacher in special circumstances) or where a parent/carers has not reported the reason for the absence to the school.

I am required to draw your attention to NAME's attendance as it has recently fallen below 90%. Our records indicate that the majority of these absences are unauthorised.

As this is Letter 1, we hope that this letter alone will provide a reminder of the importance of good school attendance. As always, we want to work in partnership with you to support your child's learning and wellbeing. Please know that as a school we want the very best for all children, including yours.

Should you require any support or wish to discuss this further then please do not hesitate to contact the school.

Yours sincerely



Ryan Delaney
Head Teacher

Kingcase Primary School and EYC

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ATTENDANCE LETTER 2

Date

Dear Parent/Carers

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I am required to draw your attention to NAME's attendance as it has recently fallen below 90%. Our records indicate that the majority of these absences are unauthorised.

As this is Letter 2, it means we have already issued you a Letter 1 this session in regards to your child's attendance. As this is now a concerning attendance rate, I would ask that you call the school at your earliest convenience to arrange a meeting with a member of the school Leadership Team. I must remind you that it is a Legal Requirement under the Education (Scotland) Act 1980 that parents/carers ensure their child attends school on a regular basis.

I am sure you will understand why we are keen to support you and your family to improve your child's attendance, and I trust what after our meeting we will have agreed a meaningful way to do this.

Yours sincerely,



Ryan Delaney
Head Teacher

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ATTENDANCE LETTER 3

Dear Parents/Carer's

Keeping children and young people safe in school is a high priority for South Ayrshire Council and Kingcase Primary School.

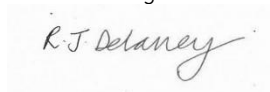
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As this is Letter 3, it means we have already issued you a Letters 1 and 2 this session in regards to your child's attendance. As this is now a very concerning attendance rate, I would ask that you call the school at your earliest convenience to arrange a meeting with a member of the school Leadership Team. During this telephone conversation we will make a decision about any other agencies we feel may be required at the meeting. After the telephone conversation, a date will be set for a Team Around the Family Meeting.

Yours sincerely,



Ryan Delaney
Head Teacher

Interventions to increase attendance:

After Letter 1 is issued, we take proactive steps to monitor the child's attendance rate very closely. In most situations we see a rise in attendance.

Proactive steps taken between Letter 1 and Letter 2:

- ✓ HT and DHT to ask office to add this child to the daily emailing list.
- ✓ On the first occasion this child is absent, the DHT will make a phone-call home to that parent to check in and ask for more information. Every effort should be made to ensure that child returns to school that day or the next day. For example, this would be in the situations where the parent/carer says 'He/She has a cold'. The DHT will remind the parent/carer that they can administer Calpol etc. Where capacity allows it, the DHT may even offer to go and collect this child.

Nurturing approaches if Letter 2 has to be reached:

- ✓ The HT and DHT will consider in school interventions to increase attendance. This may include:
 - offer of attending breakfast club
 - having a soft start
 - a daily check in with a member of staff – creation of a 'Team Child'
 - work around 'The ideal school'

Where appropriate, an incentive approach may be used.

- ✓ In 2023/2024, we had a group of children across P4-P5 whose attendance caused us concern.
- ✓ An incentive we named '100% attendance club' was created. This involved:

1. A weekly tracking sheet was created with the children's names:

100% Club Weekly Tracker						
Week 1 of Intervention. WB: _____	Current Attendance Rate:	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Child A						
Child B						
Child C						

2. A daily visit from the HT/DHT to the child's class would take place, to make a point that they were being noticed and recognised. Often a simple 'thumbs-up' at the door was enough.
3. Each child knew that they would collect a 'tick' on the tracker for each day that they were present.
4. If a child received 100%, they would meet with the HT or DHT at the end of each week for a celebratory treat e.g – hot chocolate. On one occasion, the children asked for a pic-nic lunch with the HT.
5. A time-scale was agreed of 3 weeks for this group, and at the end of the three week's each child with a marked improvement in their attendance was presented with a certificate.



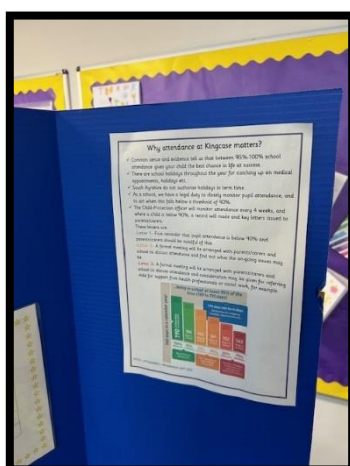
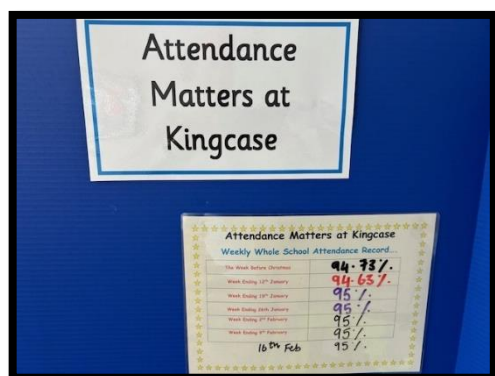
We are aware that this one approach is behaviourist in its approach. However, when the mix of the group is correct this can be impactful. We also acknowledge that it relies on the partnership with parents and them being aware of the plan from the outset and having some ownership of this.




IMPACT:

Almost all children enjoyed a real increase in attendance which sustained after the intervention and has carried on. Communication and trust between families and school also significantly improved.

Other ways in which we pro-actively promote Excellent Attendance:



Displays are used in shared areas to promote our attendance expectations.



Heading 1 Card

Attendance

Text Card

All schools in Scotland are making efforts to focus on the monitoring and encouragement of excellent school attendance. Strong school attendance is obviously a major factor in how well children will do academically, and often socially too.

Our overall school attendance sits at 95%

Our Head Teacher has a standing Attendance Feature in the weekly SWAY news which is sent to all parents/carers