



Monkton Primary School



Attendance at School - Every Learner, Every Day

At Monkton Primary School, we believe that excellent attendance is essential for every child to achieve their full potential. Regular attendance helps pupils develop strong learning habits, build positive relationships and take part fully in school life.

It is the legal duty of every parent or guardian under The Education (Scotland) Act 1980, (Section 30) to provide sufficient education for their child who is of school age. Every school is required to keep an attendance register of every child/young person and record the reasons given for any absence.

We are committed to working in partnership with parents and carers to ensure that all pupils attend school regularly and punctually.

Our Expectations

We expect all pupils to:

- Attend school every day unless unwell or there are exceptional circumstances - aiming for **at least 95%** attendance.
- Arrive on time and ready to learn every day.

We expect parents/carers to:

- Ensure their child attends school every day whenever possible.
- Notify the school promptly if their child is absent.
- Avoid arranging holidays or appointments during term time where possible.
- Work with the school to address any attendance concerns.

Working Together

How you can help:

- Encourage routine - establishing a daily routine can make it easier for your child to get to school on time and be ready to learn.
- Monitor health - while we encourage excellent attendance, we understand that illness is sometimes unavoidable. In these cases, we ask that you notify the school promptly. Children should stay at home if they are too unwell to attend school. Parents/carers can seek medical advice from Monkton Pharmacy.
- Follow current NHS/[public health guidance](#) regarding illness and infectious diseases.
- Communicate - if your child is facing any challenges that might affect their attendance please let us know and we will be happy to try to help and find a solution. If we can identify the underlying cause for the absence then we can work together to take action to resolve the issue quickly and improve attendance.

Why is 95% Attendance Important?

- Learning consistency
- Social development
- Routine and responsibility

Punctuality

Children should arrive at school by 9am each day. The gates open at 8.50am.

Late arrival:

- Disrupts learning for the child and the class.
- Is logged on an attendance record.
- Will result in follow-up contact from the school where lateness becomes a pattern.

Reporting an Absence

If your child is unable to attend school, parents/carers should:

- Contact the school office (via parentsportal) before the start of the school day/by 9.15am at the latest.
- Provide the reason for the absence.
- Keep the school informed if the absence continues for more than one day.
- If a child is marked absent by the class teacher and parents/carers have not informed school, office staff will send a message asking for the reason for the absence.
- If a parent / carer does not respond to this message, then phone call(s) will be made to all contacts that are held on our system.
- If there is still no response, then it may be necessary to carry out a home visit to ensure that the child is safe and well.

Monitoring Attendance

To ensure that your child is having the best chances at school, both educationally and socially, South Ayrshire Council and Monkton Primary School regularly monitor attendance and lateness.

Where attendance becomes a concern (falls below 90%), we will:

- Contact parents/carers to discuss the situation via letter/phone call/meeting. All parents with parental rights and responsibilities will be informed.
- Offer support and guidance.
- Work together to identify and address any barriers to attendance.
- If there are persistent unexplained absences and when attendance remains below 90%, a Team with the Family meeting may be convened and referrals to other agencies may be made.

Our Commitment

We are committed to:

- Providing a safe, welcoming, and inclusive environment.
- Supporting pupils and families experiencing attendance difficulties.
- Working collaboratively with parents, carers and external agencies to improve attendance and wellbeing.

You can check your child's attendance by logging into parentsportal and clicking the 'Attendance' tab.

Thank you in advance for your cooperation in ensuring that your child has excellent attendance at school. Our focus is on promoting positive attendance habits and supporting families where difficulties arise.

