



## Newton Primary & EYC

### Attendance Policy 2024-2025

'Every Learner, Every Day' (2024) campaign has been launched in South Ayrshire to highlight the benefits of going to school, such as having fun with friends, learning about the world, and developing life skills. In South Ayrshire going to school is a great way to prepare children and young people for the future.

**Section 30 of the 1980 Education Act** lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

**Regulation 7 of The Education (Scotland and Placing Information) (Scotland) Amendment etc. Regulations 1993** requires each child/young person's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised; e.g. unexplained by the parent (truancy) or excluded from school.

**The UN Convention of the Rights of the Child (UNCRC)** states that every child has the right to:

- The best interest of the child as top priority in all decisions and actions that affect children - Article 13
- The right to an education - Article 28



## Attendance Matters



## Pupil Attendance, Absence and Late Coming

As you are aware, all schools in South Ayrshire Council are committed to ensuring that every pupil develops to their full potential. It is therefore important that we gather detailed and accurate information on pupil attendance, absence patterns and continual lates to ensure entitlement to educational provision as outlined in the **Standards in Scotland's Schools Act 2000**.

### **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	



### Informing Parents/ Carers of Concern

Attendance forms part of the monitoring process and is recorded weekly and reviewed monthly. The process for alerting parents to attendance concerns is as follows:

**Monitor** - Parents and carers receive a letter to notify them that the school are monitoring their child's attendance.

**Phone call appointments** - PT will phone parents/ carers of children whose attendance is causing concern or late-coming reaching unacceptable levels and discuss a plan to help improve attendance.

**Attendance TAC** - Where attendance does not improve from the monitor and phone call stages, the Head Teacher will then write to parents of children and carers to attend an attendance TAC to discuss contributing factors and strategies to improve attendance.

### Strategies to support parents, carers and pupils

**Attendance Charts** - One strategy to aid positive attendance will be for pupils to be placed on an attendance sticker chart. Charts are distributed by PT and monitored daily on morning walk rounds.

**Walking Bus** - We offer the support of a walking bus to any children in the immediate area who are a cause for concern around attendance and lates, or who have previous absence patterns. The walking bus collects children from their homes on a designated route from 8.25 - 8.55am every morning.

**Attendance Tacs** - When a child's attendance begins to cause concern (below 90%) Attendance meetings are organised with parents/ carers and other relevant professionals to support families with any issues surrounding the dip in attendance and work together to get attendance back on track.

**Whole School Rewards** - When the whole school attendance is above 95% for the week the whole school receives a reward through consultation with the pupils/

### Positive Ethos of Attendance

We work hard to provide a positive ethos with regards to attendance. We discuss regularly with children about the importance of learning in school during school assemblies and class meetings and make links to our core school values.

Our children decided that it would work best if they receive weekly rewards stickers for full week attendance:

100% Attendance Rewards	
Every Week	1 Sticker in Profile

In addition, pupils will work towards class attendance rewards.

Each week class attendance will be shared at assembly from the week before and 1 child collects the attendance medal to be kept in class for a week and a certificate to display on the class wall. This attendance is based on % of possible days or 'learning time' attended by all the pupils in the class - e.g. all days attended by all pupils =100% learning time (based on 2 opening per day per pupil).

The target for all should be 95% or above learning time attended 😊. This is included in weekly class meetings, discussing how to improve as a class team together.

Winning Class	
Target: 95% or above of possible class attendance	Class medal Class certificate Class reward

Attendance monitors from every class will be appointed to help monitor the class attendance and work with PT to update rewards and strategies.

Individual Attendance certificates are awarded monthly to those who have 100% attendance for that month. These are awarded at assembly.

### Whole School Attendance

Target whole school attendance is 95%.

### Family Holiday Not Authorised By The School

Family holidays taken during term time will be categorised as unauthorised absence. Only in exceptional and very limited circumstances will schools authorise a family holiday during term time. Such circumstances may include:

- A family holiday judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events
- Where a parent's employment is of a nature where school holiday leave cannot be accommodated (e.g. armed services or emergency services)

Where parents are in the emergency services and routinely take holidays outwith the school holiday when the option is available of taking leave during the school holiday, the absence will be considered unauthorised.

A family holiday classified under the 'authorised absence' category should not include such reasons as:

- The availability of cheap holidays;
- The availability of desired accommodation;
- Poor weather experienced during school holidays;
- Holidays which overlap the beginning or end of term;

- Parental difficulty obtaining leave (with local judgement applied in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences).

### Extended Leave With Parental Consent

Almost all family holidays will be recorded as unauthorised absence extended leave with parental consent will not be considered the same as a family holiday. Extended leave with parental consent will be recorded separately outside the figures for attendance and absence, and include circumstances such as:

- Extended overseas educational trips not organised by the school
- Short-term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families.

<b>ATTENDANCE CODES USED</b>	
<b>CODE</b>	<b>DESCRIPTION</b>
-	Present
W	Work Experience
V	Educational visits
V	Day and residential visits to outdoor centres
V	College/consortium school study
V	Interviews and visits relating to further and higher education
P	Medical or dental appointments
V	Debates, sports, musical or theatrical productions arranged by or in conjunction with the school
V	Activities connected to Psychological Services
V	Off-site school medical examinations
S	Study leave
B	Sickness with educational provision
J	Late ( arrives in first half of opening)
K	Late (arrives in second half of opening)
-	Out of school on flexible curriculum

  

<b>AUTHORISED ABSENCE</b>	
Absences in the following categories will be classified as authorised:	
F	Sickness with no educational provision
A	Bereavement
Q	Short-term exceptional domestic circumstances
A	Religious observance
A	Meetings prior to and in court
A	Attendance at or in connection with a Children's Hearing or Care Review
A	Weddings of immediate family
A	Agreed debates, sports, musical or theatrical productions not arranged by or in conjunction with the school
A	Sanctioned extended absence in relation to children of travelling families
A	Lack of transport – including due to bad weather
E	Family holiday – authorised by the school
X/Y	Exclusions

  

<b>UNAUTHORISED ABSENCE</b>	
Absences in the following categories will be classified as unauthorised:	
U	Unexplained absence
U	Tuancy (unauthorised absence from school for any period as a result of premeditated or spontaneous action on the part of pupil, parent or both)
G	Most family holidays during term time
N	Other unauthorised absence
R	Exceptional domestic circumstances (unauthorised)
T	Reason for absence not yet known (absence will be re-coded when this information is provided)

  

<b>OTHER CODES USED</b>	
H	Holiday
C	Closed (e.g. election)
I	In-service
Z	Extended leave with parental consent