

Biggar Primary School & ELC



Attendance Policy

(May 24)

Related content links to UNCRC Article 28 and 29

Related content links to Sustainable Development Goal



Biggar Primary School

Attendance Policy

Within Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our children. A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with parents/carers to enable all children to attend school as much as possible.

All absences from school are required by law to be recorded. Absences will normally fall under two categories - **authorised or unauthorised absence**.

Authorised absences include illness, dental and medical appointments, weddings and funerals. Requests for your child to be permitted to be absent from school to make an extended visit to relatives must be made in writing to the Head Teacher detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil may be marked as an authorised absentee on the register.

Unauthorised include family holidays (unless the employer can evidence that the parent/carer was unable to take a family holiday in school holiday period) and extended weekend breaks.

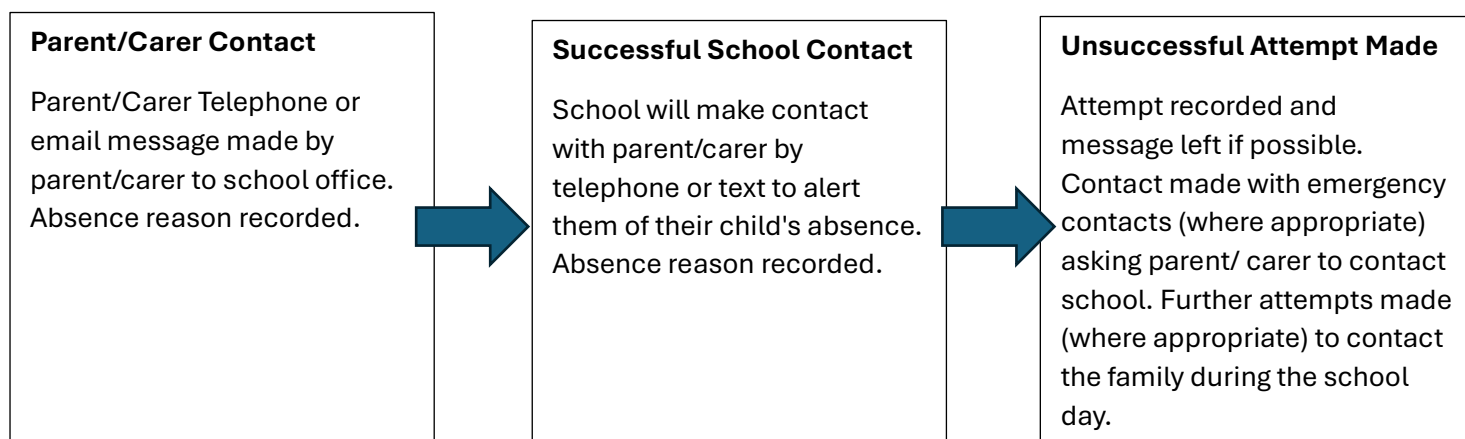
In cases where children are unable to attend school parents/carers are asked:

- To contact the school office if they know in advance of any reason why their child is likely to be absent from school.
- To notify the school first thing in the morning by phone call or email stating the reason for absence and the likely date of return. Before 9am parents can leave a message on the answer phone. Parents/carers are asked to keep the school informed if the date changes.

Please note that a member of staff will firstly call home and then the emergency contacts if no notification is received regarding your child's absence from school. This is essential in making sure that all children leaving home for school arrive safely.

Daily Attendance

Pupil attendance is monitored daily following the procedure below:



Children's attendance data will be monitored monthly by the Senior Leadership Team within the school. The table below will be used to identify the level of risk:

Days off school add up to lost learning.					
190 days of education each year.	Up to 10 days absence (2 weeks) 180 days of education	Up to 20 days absence (4 weeks) 170 days of education	Up to 30 days absence (6 weeks) 160 days of education	Up to 38 days absence (7 ½ weeks). One day for every week at school. 152 days of education	More than 39 days absence
0 days of lost learning	Up to 10 days of lost learning (2 weeks)	Up to 20 days of lost learning (4 weeks)	Up to 30 days of lost learning (6 weeks)	Up to 38 days of lost learning (7 ½ weeks)	More than 39 days of lost learning (8 weeks)
100%	95% - 99%	90% - 94%	85% - 89%	80% - 84%	Less than 80%
Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
All children have the 'Right to an Education' (UNCRC Article 28)					

Biggar Primary School adheres to the following procedures when monitoring attendance:

Step 1	Attendance data will be gathered and analysed each month and shared with Class Teachers where appropriate.
Step 2	SLT will use the above table to identify children at risk and will issue parent/carers with appropriate level of attendance letter and the parent/carers information leaflet (see Appendix 1). - Letter 1 - attendance statistic letter (see Appendix 2) - Letter 2 - request for parent/carers to contact the school for discussion (see Appendix 3) - Letter 3 - advising of phone call from SLT (see Appendix 4) - Letter 4 - advising of meeting with SLT (see Appendix 5) - Letter 5 - advising of referral to SMPS (see Appendix 6) SLT will issue letters in the above order if there is a continued decrease in attendance. A letter acknowledging an improvement in attendance will be sent where appropriate (see Appendix 7). SLT will use their knowledge of families and circumstances to determine the appropriateness of the above letters and the support offered to reduce barriers to attendance.
Step 3	SLT will record outcome of above actions on Pastoral Notes.
Step 4	SLT will engage support from other stakeholders/partners as appropriate.

*At Letter 4, an Attendance Support Plan will be discussed and created to support the child (see Appendix 8). This will be reviewed regularly by SLT and parents/carers as appropriate.

The aim for Biggar Primary School will always be to support children and their families to attend school regularly and receive the appropriate support. Child Protection procedures will be followed at all times to ensure the safety of all children. All schools will consider the Cost of the School Day implications for families to ensure this is not a barrier to attendance.

APPENDIX 1

School Attendance within Biggar Primary School

Parent/Carer Information Leaflet

Why is good school attendance so important?

- All children have a right to an education and the legal responsibility to provide children with an education lies with their parents/carers.
- When children are absent from school, whatever the cause, this disrupts their learning and can have a significant impact on their future life opportunities.
- In particular, poor attendance can affect attainment levels, relationships with peers, wellbeing and emotional resilience.

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All children have the 'Right to an Education' (UNCRC Article 28)					

What can I do to support my child's school attendance?

- Promote good habits at home to encourage good attendance.
- We understand the importance of good relationships and will work in partnership with you to support your child's attendance at school.
- If you are worried about your child's attendance at school or the school have contacted you to raise awareness of attendance concerns, you should contact the school immediately to discuss supports available.
- Early intervention is crucial, the earlier the issue is identified and positively addressed the better the longer-term outcome for the child.

Top Tips for Parents/Carers to Promote Good Attendance:

- Be on time for school, even missing 10 minutes every day adds up and can negatively impact learning.
- Always let the school know before 9.30am if your child won't be in and what the reason for the absence is.
- Keep in regular contact with the school for the duration of the absence.
- Only keep your child at home for the minimum time possible reducing the number of days of lost learning.
- Avoid booking holidays during term time.
- Have positive conversations about school with your child to encourage positive mindsets.
- Be involved in school life and your child's learning journey.

What happens if my child continues to be absent from school?

- We follow the Biggar Primary and SLC's Attendance Policy and we will always aim to work in partnership with you to achieve positive outcomes for your child.
- We will keep you regularly updated via letters and other forms of contact regarding your child's attendance percentage, as well as offering support or guidance whenever it is needed.
- If your child continues to have poor attendance, we are required to follow SLC procedures to support engagement.
- If you fail to engage you will be invited to meet with the Senior Manager Pupil Support for Clydesdale to review and to agree a plan of action to improve your child's attendance.
- If there is no improvement a referral to the Children's Reporter will be made by the school.

APPENDIX 2



Education Resources

Executive Director **Lindsay McRoberts**

Biggar Primary School

Head Teacher – Heather Graham

Insert date – Attendance Letter 1

Dear Parent / Carer,

At Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and our target is that pupils should attend for at least 95% of the session and should not be late for school.

We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is **??%** and instances of lateness is **??**. The table below illustrates how many school days the percentage relates to.

Days off school add up to lost learning.					
190 days of education each year.	Up to 10 days absence (2 weeks) 180 days of education	Up to 20 days absence (4 weeks) 170 days of education	Up to 30 days absence (6 weeks) 160 days of education	Up to 38 days absence (7 ½ weeks). One day for every week at school. 152 days of education	More than 39 days absence
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Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
All children have the 'Right to an Education' (UNCRC Article 28)					

We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. If you require any support, we encourage you to contact the school and we will work together to address any concerns. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,
Heather Graham
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 1.

Parent/carers signature: _____ Date: _____

Biggar Primary School, Telephone: 01899 221177 , Email: gw14biggarpsoffice@glow.sch.uk



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APPENDIX 3



Education Resources

Executive Director **Lindsay McRoberts**

Biggar Primary School

Head Teacher – Heather Graham

Insert date – Attendance Letter 2

Dear Parent / Carer,

At Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and our target is that pupils should attend for at least 95% of the session and should not be late for school.

We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

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All children have the 'Right to an Education' (UNCRC Article 28)					

To discuss your child's current attendance rate, please contact the school on 01899 221177 and ask to speak to Mrs Graham as soon as possible. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,
Heather Graham
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 2.

Parent/carer signature: _____ Date: _____

Biggar Primary School, Telephone: 01899 221177 , Email: gw14biggarpsoffice@glow.sch.uk





APPENDIX 4

Education Resources
Executive Director **Lindsay McRoberts**
Biggar Primary School
Head Teacher – Heather Graham

Insert date – Attendance Letter 3

Dear Parent / Carer,

At Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and our target is that pupils should attend for at least 95% of the session and should not be late for school.

We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is **??%** and instances of lateness is **??**. The table below illustrates how many school days the percentage relates to.

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All children have the 'Right to an Education' (UNCRC Article 28)					

To discuss your child's current attendance rate, a member of our Senior Leadership Team will phone you on **DATE. Please note this phone call may be from a withheld number.** We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,
Heather Graham
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 3.

Parent/carer signature: _____ Date: _____



APPENDIX 5



Education Resources

Executive Director **Lindsay McRoberts**

Biggar Primary School

Head Teacher – Heather Graham

Insert date – Attendance Letter 4

Dear Parent / Carer,

At Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and our target is that pupils should attend for at least 95% of the session and should not be late for school.

We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is **??%** and instances of lateness is **??**. The table below illustrates how many school days the percentage relates to.

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To discuss your child's current attendance rate, we would like to invite you to attend a meeting in the school with Mrs Graham on **DATE**** at ****TIME****. Please contact the school on 01899 221177 to confirm your attendance.** We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,
Heather Graham
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 4.

Parent/carer signature: _____ Date: _____



APPENDIX 6



Education Resources

Executive Director **Lindsay McRoberts**

Biggar Primary School

Head Teacher – Heather Graham

Insert date – Attendance Letter 5

Dear Parent / Carer,

At Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and our target is that pupils should attend for at least 95% of the session and should not be late for school.

We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

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All children have the 'Right to an Education' (UNCRC Article 28)					

Your child's attendance rate has not improved despite previous meetings and interventions. In line with our Learning Community attendance policy, we have now referred this to our Senior Manager Pupil Support who will be in contact with you to discuss next steps. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,
Heather Graham
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 5.

Parent/carer signature: _____ Date: _____



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Education Resources

Executive Director **Lindsay McRoberts**

Biggar Primary School

Head Teacher – Heather Graham

Insert date – Attendance Update Letter

Dear Parent / Carer,

At Biggar Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

I am pleased to inform you that since our last communication, your child's attendance has improved from ***% to ***% and they are making positive steps towards meeting our target of 95% attendance. I am sure you will continue to promote good attendance and encourage your child to attend school each day. We will continue to monitor and keep you updated on your child's progress in this area.

Yours sincerely,

Heather Graham

Head Teacher



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APPENDIX 8

Biggar Primary School - Attendance Support Plan

Name of Child: _____ Date of Plan: _____	
Identification of Risk – Potential Triggers	
Feeling safe in school	• Anxiety about being away from parent/carer • Anxiety about other pupils' behaviour (school doesn't feel safe) • Anxiety regarding school building • •
Health	• Ongoing physical/mental health issue supported by GP • Poor sleep routines • Health of parent/carer • •
Learning	• Difficulty settling to learn • Anxiety about academic ability/progress • Difficulty engaging with/accepting direction from members of staff • •
Home	• Caring for family members (parent/sibling) • Transitional home placements (Homelessness/LAAC) • Concern for safety of family member (domestic abuse/medical/substance misuse) • Community related concerns • •
Social	• Difficulties with peers • Discrimination related issue (racism/sectarianism/gender) • •

Getting it Right for Every Child	Whereabouts known during school day		Whereabouts unknown during school day		Police Concern during school day		Child Protection Register		Looked After Pupil	
Possible impact of low attendance at school										
Risk Reduction Planning										
Agreed Intervention Strategies		Implemented By			Success Criteria			Monitored By		
Agreed by: _____ (Pupil) _____ (SLT) _____ (Parent/Carer)										
Agreement Date:										
Review Date:										