

LAW PRIMARY SCHOOL & ELC

Attendance



Included, Engaged and Involved

**A Positive Approach to the
Promotion and Management
of Attendance**

Updated November 2025



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.
- Poor attendance can affect attainment levels, relationships with peers, wellbeing and emotional resilience.

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
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
<i>All children have the 'Right to an Education' (UNCRC Article 28)</i>					

How do I log my child's absence?

Attendance must be logged as it is a legal requirement.

Parents/ guardians must phone the school office as early as possible – this must be before 9:30am stating the reason for the child's absence and possible return date. If this changes, this must be communicated to the school. If a parent/ guardian has not contacted the school to inform us of their child's absence the office staff will send a text message and/ or phone to find out why a child is not in school. If we cannot

reach the child's main contact we will make contact with the pupil's emergency contact to request that a parent/ guardian phone the school to provide a reason why their child is absent. Parents/ guardians should keep all contact details up to date through parentsportal. This will allow us to contact you if we have not heard about your child's absence. You can check your child's absence on parentsportal. If you have concerns about your child's attendance rate or are finding it difficult to get your child to attend school, speak to your child's class teacher or a member of the Senior Leadership Team.

Attendance Monitoring and Actions at Law Primary School

Children's attendance is monitored regularly by the school. When we have a concern about your child's attendance we will:

1. Contact you by phone or letter.
2. If attendance doesn't improve we will invite you into a meeting with a member of the school leadership team. At this meeting we will form an attendance action plan to support your child's attendance.
3. If attendance continues to decline we will invite you to attend a further meeting which will be led by the Senior Manager for Pupil Support for the Clydesdale area.
4. Finally, we will notify the children's reporter if attendance does not improve.

How does lateness affect my child's learning?

Children do not like being late to school. This can affect their self-esteem and confidence.

If a child is late by 10 minutes a day this equates to 50 minutes of lost learning a week.

If a child is late by 20 minutes a day this equates to 1 hour and 20 minutes of lost learning a week.

If a child is late by 30 minutes a day it equates to 2 hours and 30 minutes of lost learning a week.

We encourage our families to ensure children are arriving no later than 9am each day to ensure children have the optimum time to learn in school. Arriving late to school can impact on direct teaching and learning of sounds, spelling, reading and number work as these are often completed in the morning.

Roles and Responsibilities

The school should:

- Accurately record attendance
- Discuss concerns with families and seek solutions

Families should:

- Let the school know before 9:30 if your child is going to be absent and the reason why.
- Ensure a consistent approach to sending your child to school.

Teachers should:

- Ensure Parent Pay is completed and correlated with registers using the correct absence codes.
- Update registers with latecoming and absences at 9am and 1pm each day.
- Enquire about absences.
- Monitor absences and lateness and inform SLT of any concerns.

The office team should:

- Check the answer machine and record any absences reported.
- Make contact with families each morning for unreported absences. If we cannot reach the main contact we will phone the emergency contact listed.
- Keep a log of absences stating dates and reasons and record these on Seemis each day.
- Report any absences to SLT.

The Leadership team should:

- Monitor attendance on a regular basis.
- Contact families whose attendance drops below 90%
- Liaise with staff and families to monitor and provide support to increase attendance.
- Work with families to devise attendance support plan and identify intervention to support attendance at school for targeted children.
- Monitor school attendance against SLC and National targets.

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.
- Access your child's attendance record on ParentPortal

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

Children's attendance is monitored regularly by the school. When we have a concern about your child's attendance we will:

- Follow our Attendance Policy and we will always aim to work in partnership with you to achieve positive outcomes for your child.
- 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 by inviting you to meet with a member of the leadership team. At this meeting we will form an attendance support plan to help increase attendance.
- 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.

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