

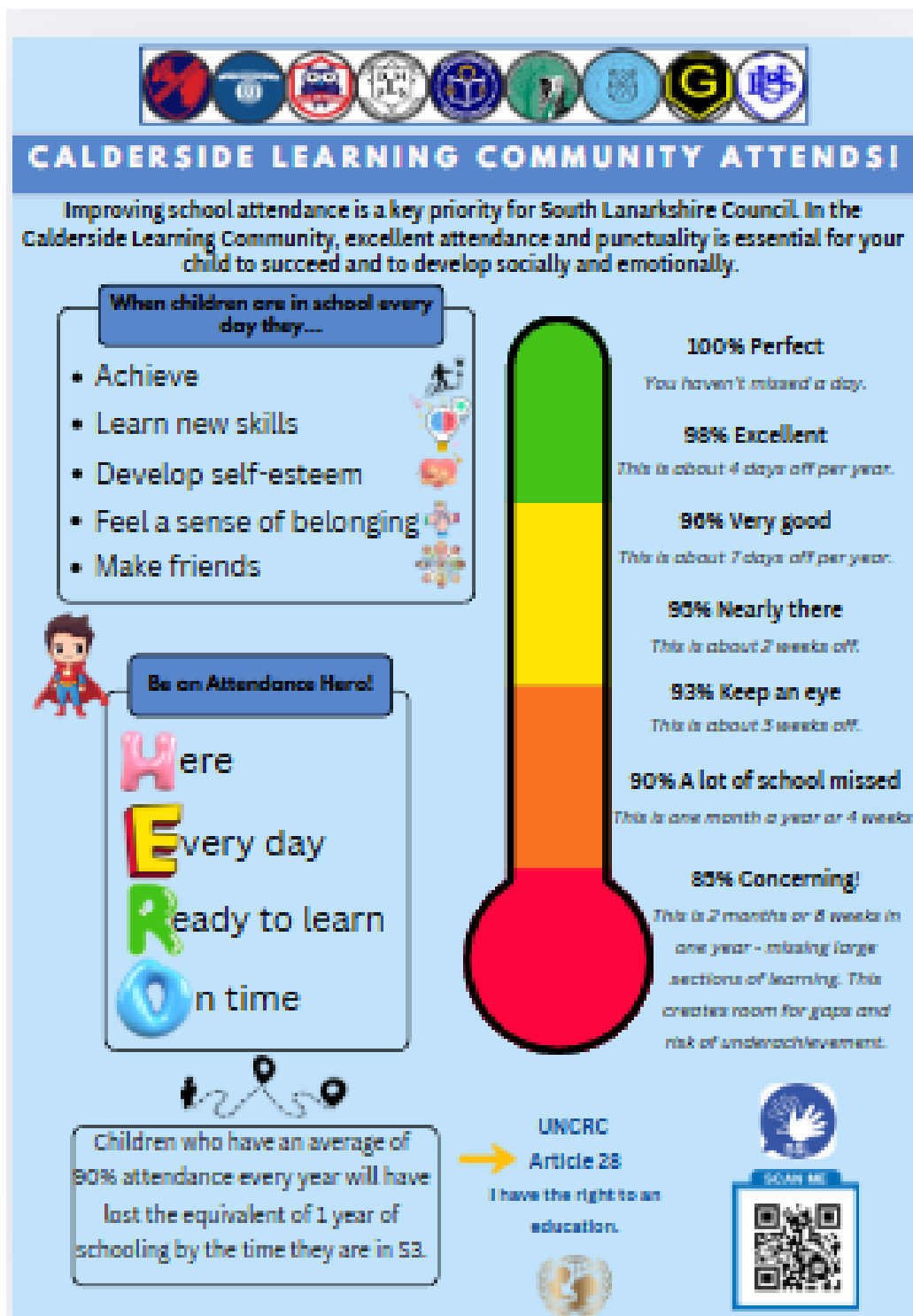
Calderside Learning Community Attendance Policy



In Calderside Learning Community, we are guided by the following principles from ‘Included, Engaged, Involved’ (Scottish Government):

- **All children and young people have a right to education; and education authorities have a duty to provide education (Article 28, UNCRC).**
- **All children and young people have the right to get the support they need to benefit fully from their education and fulfil their potential.**
- **All children and young people need to be included, engaged and involved in their learning. Children and young people should be given opportunities to fully engage and participate in the life of their school, in order to encourage good attendance.**
- **Schools should actively engage with parents to try to ensure that any barriers to good attendance are removed.**

Impact of Attendance on Learning



As part of our approach to raising attainment and achievement, it is recognised that high levels of attendance at school is something that should be continuously encouraged. In the Calder-side Learning Community, we have very strong relationships with our parents/carers and this partnership is the foundation of improving outcomes for our children. Parents/carers and the school all have a part to play in encouraging and highlighting the importance of attendance at school every day.

Updated March 2025

Responsibilities:

Teacher

- Class teachers should populate children's lunches on Parent Pay by 9.20am to allow the office to access information.
- Class teachers should update registers with late-comings and absences each morning **and** afternoon.
- Pupils who arrive late should follow school protocol for recording lateness and ordering lunch.

SSA/Team Leader

- Office SSA checks the automated absence line by 9.30am each morning.
- Daily contact made with absent pupils' parents/carers either via text message, email or call.
- If no contact has been made with the main carer, then an emergency contact or alternative contact will be used.
- Absence reasons are recorded and reported to SLT.

Senior Leadership Team

- Office staff and/or teachers to alert SLT member if any pupil has attendance concerns or patterns of non-attendance absence.
- Head Teacher to share monthly attendance with pupils and parents.
- Using the new SLC attendance tool, SLT to monitor attendance trends monthly.
- Head Teacher to share monthly attendance and trends with all teaching staff.

Partnership

SLT to work in partnership with SMPS, Learning Community colleagues, SLC Education Resources, Social Work Resources, Scottish Children's Reporter and any other relevant agencies to support an improvement in attendance.

Monthly Analysis of SLC Attendance Tool

Absence Support Meetings

Attendance Review Dates

Month	Date	Who?
September	Attendance Flyer	SLT with attendance remit
October	Attendance letter 1 sent below 90% (professional judgment used and context specific)	Letter from PT or DHT
November	Attendance Flyer	SLT with attendance remit
December	Attendance Letter 2 sent below 90% (professional judgment used and context specific)	Letter from PT or DHT
January	Attendance Flyer	SLT with attendance remit
February	Attendance Letter 3 sent below 90% (professional judgment used and context specific)	Letter from PT or DHT
March	Attendance Flyer	SLT with attendance remit
April	Attendance Letter 4 sent below 90% (professional judgment used and context specific) Attendance letter 5 sent below 85% (professional judgment used and context specific)	Letter from HT Letter from SMPS
May	Attendance Flyer	SLT with attendance remit
June	Attendance Flyer	SLT with attendance remit

There will be context specific reasons and motivators which will lead to a bespoke approach to the monitoring and tracking of some pupils' attendance rates in order to safeguard and support pupils appropriately. A personal approach should be taken depending on family circumstances which may lead to the fast tracking of which letter may be sent out.

If no improvement in attendance upon next review date, a meeting will be arranged with parent/ carers and the pupil to discuss support:

- Pastoral Support
- Adjustments to curriculum if required to support pupil
- Improvements in attendance acknowledged in letter to parents.
- Nurturing Interventions
- Emotion-based School Avoidance Materials (West Sussex Materials)

Reporting Absence/ Medical Appointments

All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where a child is unable to attend school parents are asked to:

- if parents know in advance of any reason why their child is likely to be absent from school e.g. medical/dental appointments, they should inform the school office.
- Parents should notify the school by 9.10am, or earlier if their child is going to be absent and let the school know the likely date of return and keep them informed if the date changes.

Medical and dental appointments

We understand all our students attend medical appointments for medical needs. Parents/carers should continue to be encouraged to arrange such appointments, whenever possible, outside of school hours. On occasion, it may be necessary to attend medical, dental and other health related appointments such as hospital appointments during school hours, which we will record as an 'authorised absence'. If parents/carers have not alerted us to the reason for absence, it will be recorded as 'unauthorised absence'.

Please note that school staff will contact parents/carers if your child is absent and there has been no communication from home.

If children become ill while they are at school we will contact parents/carers and ask that they plan for their child to be taken home. It is the responsibility of parents/carers to update any changes to emergency contact details at the school.

Staged Intervention to Support Improvement in Attendance

1. We monitor pupil attendance regularly and will contact parents/carers when attendance is less than 90% in efforts to work together to improve attendance.
2. When pupil attendance is less than 90%, parents/carers will receive a phone call. If there is no improvement following this parents/carers will be invited into the school to discuss ways the school can work towards an improvement in attendance and identify strategies of support.
3. When pupil attendance is less than 85%, the Senior Management Pupil Support for our locality will invite parents/carers to a meeting to discuss how we can work together to improve attendance.
4. When pupil attendance continues to be less than 80%, a referral to the Scottish Children's Reporter Administration (SCRA) will be considered following consultation with SMPS.

If a parent/carer wishes to request parental leave with parental permission for their child, in the first incidence parents/carers must contact the Head Teacher via letter or email.