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## *SCHOOL ATTENDANCE*

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Parents are responsible for ensuring that their child attends school regularly and on time. Details of all absences are collected by computer for the Scottish Government. Each absence has a specific code which must be marked against it. If your child has a dental or doctor's appointment during the school day, the school should be informed that this is the reason for absence.

Pupils arriving late for school causes disruption to the start of school routine for the pupil arriving late, as well as his/her classmates and takes non-teaching staff away from other duties so they can accompany pupils to classes. Pupils may miss important instructions issued to the class at the start of their day's work. Teachers may be required to repeat these instructions for the sake of one pupil. Please ensure your child arrives in the school grounds in advance of the 8:50 am bell. If you arrive after 08:55am you will be asked to complete an arrival slip at the office. Similarly if you need to pick up your child early, you will be asked to complete an early departure slip.

Each pupil's attendance is monitored regularly and during the course of the Session, the Head Teacher will let parents/carers know by letter if their child(ren)'s attendance has fallen below 95% and/or they have had a significant number of 'lates'. We feel that it is important to keep parents/carers up to date with regard to their child's attendance in order that we can ensure the best possible access to learning for every child.

### **Persistent Poor Attendance or Lateness**

In cases of unsatisfactory attendance or persistent lateness, set procedures will follow:

- Parents will be informed by letter of the concern, followed by a request for a meeting.
- Should no immediate improvement follow, the Head Teacher will ask a Children & Families Officer to visit the home and discuss the problem with the parents.
- Should the unsatisfactory attendance or lateness continue, the Head Teacher, following discussions with Children & Families and other agencies, will decide whether the case should be referred to the local Area Advisory Group. This group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority to defaulting parents.

### **Absence Through Illness**

Should your child be unable to attend school due to illness or any other permissible cause, please telephone the school by 9:00 am if your child is unable to attend school that day. If no phone call is received, we will endeavour to make contact with parents/carers to ascertain the reason for absence.

### **Absence due to Family Holiday**

Holidays should be taken within the school holiday period but every session many requests are made for pupils to have holidays within term time. New guidance states that family holidays taken within term time will be classed as *unauthorised absences*, and marked accordingly. Please do not hesitate to contact the school should you wish to discuss this further.