

**Abernyte Primary School Protocol for late arrival at school, absences and medical appointments**

It is a legal requirement that parents ensure that their children attend school regularly and punctually. Persistent low attendance and slack time keeping are disruptive to the learning of the individual child and the class. It may also be an early warning of other difficulties for the child’s family.

All schools monitor pupil attendance carefully and will proceed with the Council’s Attendance Procedures.

**Absence from School**

* All children should aim to arrive at school on time (by 9am). The school’s over-riding obligation is to ensure the safety of the young people entrusted to it, and it is of the highest importance that reasons for any pupil absences are established as a priority each morning. It is therefore essential that parents/carers notify the school as early as possible by telephone where circumstances are likely to result in their child being absent from school.
* Where no such notification has been received and in line with PKC Guidelines, parents/carers will be called asking for such information once the registration period is over (9.30am). Parents/carers are requested to respond to any voicemail left if we have failed to make contact as a matter of urgency, as the school will continue to pursue absences until such time as it has established a reason for an absence. If no one is available to answer the call, the office will leave a message for you to call them back. It is vitally important that you return this phone call as soon as possible.
* Parents can also send an email in advance to abernyteparents@pkc.gov.uk if this is more convenient.
* It is also very important that parents provide the school with absence notes, when appropriate, following medical absences. This can also be via email.
* If no explanation is received, the absence will be recorded as unauthorised.
* Where the school has serious concerns, Attendance Management procedures will commence. More information about these procedures can be found on the Perth & Kinross website by clicking Attendance - Perth & Kinross Council (pkc.gov.uk)

**Late Arrivals**

* If a child arrives late, i.e. after 9.30 am, and is not accompanied by an adult, the office staff or Headteacher may contact you to find out reason for lateness and the outcome recorded.
* Late arrivals will be marked as such on the register. Continued lateness will result in Attendance Management procedures being applied.
* If your child is going to be late for a medical/dental/other appointment, please contact the school office who will then update school records accordingly. They will update the school register in advance to avoid any unnecessary calls being made which may cause concern.

**Holidays**

* Holidays taken in term time are classed as **unauthorised absences**. Plans to take such time off school should be put in writing to the Head Teacher. We urge parents to **avoid absences due to holidays in term times and stress that absence from school can adversely impact on a child’s learning and attainment**. Please see note below.

**Attendance Procedures**

* If parents have not contacted the office regarding a child’s absence and office staff are unable to contact them, the office staff will pass this information to the Headteacher, who will then implement the next steps of the PKC guidance.
* A decision will be made using the following checklist:
	+ age of the child
	+ previous pattern of lateness/absence.
	+ knowledge of the family circumstances.
	+ information from siblings/peers.
	+ any current/previous child protection concerns.
	+ any known health problem/concerns regarding state of mind/individual stresses or circumstances
	+ social work involvement
* The Headteacher may:
	+ continue to try and make contact by telephone
	+ consider the option of making a home visit
	+ communicate with social services their concerns
	+ communicate with police their concerns.

If you require any further information on Perth and Kinross Attendance Management policy please don’t hesitate to get in touch with the headteacher.

**ATTENDANCE FACTS**

Every pupil at our school must have an attendance of 96% in order for them to comply with Perth and Kinross Council regulation. When a child’s absence falls below this figure it has a dramatic impact on their learning. The figures below state very clearly the effect absence has on your child’s learning.

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| --- | --- | --- | --- | --- |
| Attendance during one school year | Equates to school days absent in one school year | Equates to school weeks absent in one school year | Equates to school lessons missed in one school year | Effect of absence on your child’s learning |
| 95% | 9 days | 2 weeks  | 40 lessons | **Watch out!****Your child will have gaps in their learning** |
| 90% | 18 days | 4 weeks | 80 lessons |
| 85% | 27 days | 6 weeks | 120 lessons | **Danger! It will be difficult for your child to catch up.**  |
| 80% | 36 days | 8 weeks | 160 lessons |
| 75% | 45 days | 10 weeks | 200 lessons | **It will be almost impossible for your child to catch up.**  |
| 70% | 54 days | 12 weeks | 240 lessons |
| 60% | 72 days | 14 weeks | 320 lessons |

**WHEN ATTENDANCE DROPS TO BETWEEN 85% AND 90% - OVER 5 YEARS A CHILD WILL LOSE HALF OF YEAR OF SCHOOLING**

**WHEN ATTENDANCE DROPS TO 80% - OVER 5 YEARS A CHILD WILL LOSE A YEAR OF SCHOOLING**

For our pupils, every day at school is like getting a piece of a jigsaw puzzle – the more pieces they have the easier it is to see the whole picture. We plan learning opportunities that build on previous activities and understanding, therefore every day is as important as the previous day or the next day. The more time your child spends in school, the better your child’s attainment will be.

As a school, we are legally required to monitor children’s punctuality and attendance. As a school, if pupil attendance and lateness does not improve, we are also required to refer pupils to the Area Attendance Sub-Committee in terms of Section 36 and 37 of the Education (Scotland) Act 1980.

**REMEMBER – EVERY SCHOOL DAY COUNTS**