



Dunoon Primary School

Maximising Attendance Policy 2024-25

Rationale



The UN Convention on the Rights of the Child

Article 28 (right to education): Every child has the right to an education.

At Dunoon Primary School we aim to consistently work towards our goal of 100% attendance for all children. Our school is committed to providing the best possible quality of learning and teaching for all learners and to this end regular, punctual school attendance is vital. The following policy sets out the school's aims and systems to ensure that attendance and punctuality is high, and everyone in our school community is aware of their roles and responsibilities.

Aims of this Policy

- To ensure every child is safeguarded and their right to education protected.
- To ensure every child reaches their full educational potential through a high level of school attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of children and address them.
- To work with partner agencies in order to address and overcome barriers to attendance

Roles and Responsibilities

Head Teacher and School Leadership Team

- To monitor attendance data
- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Local Authority policies and procedures.

- To take action in line with Local Authority policies and procedures when attendance concerns are escalated.

Clerical Staff/Teaching Staff

- To check the school answer phone and taking messages from parents/carers about child's absence.
- To record reasons for absence and updating class registers.
- To record the names and the reasons of children arriving late.
- To implement the daily checking of SEEMIS registers after the morning and afternoon registration sessions.
- To contact parents/carers when a child doesn't arrive at school and when no reason has been received.

Parents

- To be responsible for making sure their children attend school regularly.
- To ensure that their children arrive on time for school every day.
- To contact the school if their child is unable to attend.
- To ensure that the school has up-to-date contact details.
- To work in partnership with the school and partner agencies to promote good attendance and punctuality.

Attendance letters

The threshold for attendance at Dunoon Primary School is 90%.

At threshold the following letters will be sent home and associated action will be taken:

Trigger	Action	Possible Outcomes
Attendance has reached threshold of under 90%	Letter 1: Parents/Carers are alerted to school concerns regarding attendance and are asked to contact child's named person to discuss reasons for absence.	Attendance improves or further support is offered to parents to help improve attendance and named person to continue monitoring attendance.
After 2 weeks, there is no improvement in attendance.	Letter 2: Parents are further alerted to school concerns regarding attendance and are asked to contact child's named person to discuss reasons for absence	Attendance improves or there is a need to review previous actions. Further support offered to family as required.
After a further two week period, there is no improvement in attendance.	Letter 3: Name person will organise a Child's Plan Meeting to fully explore reasons for absence and to agree support for pupil/family to improve attendance.	Attendance improves or there is a need for possible involvement of other agencies to support the family.
Following Child's Plan Meeting after 2 weeks	If no engagement with Child Plan or parent did not attend meeting, Letter 4 is sent:	Attendance improves or pupil is referred to Children's Reporter.

there is no improvement in attendance.	Referral to Children's Reporter.	
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Attendance Action Points

HT will send out an attendance update fortnightly to inform staff of those pupils who are being monitored for their attendance. The attendance update will include information about the pupil name, class, attendance percentage for the year, attendance percentage for the last 2 weeks, reason for attendance being monitored and the action being taken.

e.g.

Pupil Name	Class	% Attendance	% Attendance previous fortnight	Monitor	Action
A. Pupil	P4	89%	100%	Short term illness	Letter 1
B. Pupil	P6	75%	93%	Parental Holiday	Letter 1
C. Pupil	P1	65%	70%	Unauthorised absence	Letter 3 – Child's Plan
D. Pupil	P4	69%	95%	Attendance has improved since child's plan meeting	Continue to monitor
E. Pupil	P7	65%	50%	Non attendance	Letter 4 – referral to attendance council

Latecoming Procedures:

To ensure the safety and wellbeing of our pupils, **children arriving after 9am must be accompanied into school by an adult.** Adults should sign their child in using the folder located at the main entrance of the school. Adults will be asked for their child's initials and class, their time of arrival and a signature. The adult should stay with their child until they have spoken to a member of school staff to ensure that the school is aware of the child's arrival.

What you and your child should expect if your child is late to school:

1st time late in the week – pupil marked as late by class teacher

2nd time late in the week or regularly late/pattern of late-coming – formal latecoming procedures begin

1. Letter 1 to parent – requesting improvement in timekeeping and inviting parent to contact us if further support required. If no improvement after 2 weeks then:

2. Letter 2 to parent – requesting a parental meeting to discuss timekeeping. If no improvement after 2 weeks then:
3. Letter 3 to parent and HT will organise a Child's Plan Meeting to look at how families can be supported to attend school on time. If no improvement after 2 weeks then:
4. Letter 4 to parent – referral made to partner agencies.

Late coming formal procedures:

Trigger	Action	Possible Outcomes:
Regularly late/pattern of late coming.	Letter 1: Parents are alerted to school concerns regarding late coming and are requested to take action to improve their child's timekeeping. Parent invited to contact school if further support is required.	Late coming improves or formal attendance monitoring and procedures required.
If no improvement after 2 weeks.	Letter 2: Parents are alerted to school concerns regarding late coming and are requested to take action to improve their child's timekeeping. Parent invited to contact school if further support is required.	Late coming improves or further support offered to family as required.
After a further 2 week period, there is no improvement.	Letter 3 to parents and named person will organise a Child's Plan Meeting to look at how pupil can be supported to attend school on time.	Late coming improves or there is a need for possible involvement of other agencies to support the family.
Following Child's Plan Meeting after two weeks there is no improvement in late coming.	If no engagement with Child Plan then Letter 4 is sent: Referral to Children's Reporter.	Late coming improves or pupil is referred to Children's Reporter.

Appendix 1 – Attendance letter 1

Parent/Carer Name
Parent/Carer Address
Date

Dear Parent/Carer,

Please find attached a copy of *pupil name* attendance for the current session. As you will see, *pupil name* attendance has fallen below 90%.

I realise that you may have informed us of the reasons for absences, however it is our duty to inform you that all children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly.

Within our local authority, we have a minimum target of 90% attendance for all of our pupils in primary and secondary schools and an expectation that we will work with parents/carers and pupils to achieve this.

If there has been a change in circumstances that we should be aware of that is contributing to this attendance figure, please contact me to discuss this further.

In partnership with you, we want *Pupil Name* to achieve *his/her* potential and maintaining positive attendance is vital for this to happen.

Yours sincerely
Head Teacher / Named Person
UNCRC Article 28: Children have the right to an education.

Appendix 1 – Attendance letter 2

Parent/Carer Name

Parent/Carer Address

Date

Dear Parent/Carer

Despite previous correspondence and discussion, I am contacting you again to highlight that *Pupil Name* attendance at school, regrettably continues to be a cause for concern.

Please find attached a further copy of *Pupil Name* attendance for the current session. As you will see, *Pupil Name* attendance is now __%. I realise that you may have informed us of the reasons for absences, however, there is a legal obligation on us to notify you of our concern at this time and to ask you to support us to improve *Pupil Name* attendance at school.

Children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly. Within our local authority, we have a minimum target of 90% attendance for all of our pupils in primary and secondary schools and an expectation that we will work with parents/carers and pupils to achieve this.

In partnership with you, we want to achieve potential and maintaining positive attendance is vital for this to happen. Please contact me as soon as possible to discuss this matter further.

Yours sincerely Head Teacher / Named Person

Title

UNCRC Article 28: Children have the right to an education

Appendix 1 – Attendance letter 3

Parent/Carer Name
Parent/Carer Address
Date

Dear Parent/Carer

Despite previous correspondence and discussion and a number of interventions being put in place, I am contacting you again to express concern regarding *Pupil Name* attendance at school, which regrettably continues to be a cause for concern.

Please find attached a further copy of *Pupil Name* attendance for the current session. As you will see, *Pupil Name* attendance is now significantly below our target of 90%. There is a legal obligation on us to notify you of our concern at this time and to ask you to support us to improve *Pupil Name* attendance at school.

Children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly.

Attempts to improve *Pupil Name* attendance and to establish a valid reason for this level of absence have been unsuccessful. Therefore I should stress your parental obligation under the Education (Scotland) Act 1980 Part II, Section 35 states that:

"a parent or guardian is guilty of an offence if a child fails, without reasonable excuse, to attend school regularly."

To ensure that we can provide all of the necessary supports, I have organised a Child's Plan Meeting to fully explore the reasons for non-attendance and agree an action plan to improve *Pupil Name* attendance, in consultation with yourself at the parent/carers.

The details of this meeting are as follows:

Date and Time: Venue:

Attendees:

If this is not manageable, please contact me to arrange a suitable alternative. You are very welcome to bring someone with you to this meeting to provide you with support if required.

Yours sincerely
Head Teacher / Named Person
Title

UNCRC Article 28: Children have the right to an education.

Appendix 1 – Attendance letter 4

Parent/Carer

Name Parent/Carer Address

Date Dear Parent/Carer

Despite our previous attempts to support you in bringing about an improvement in *Pupil Name* school attendance, I am sorry that attendance has not yet improved to a satisfactory level.

Children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly.

Attempts to improve 's attendance and to establish a valid reason for this level of absence have been unsuccessful and as a result, we are obligated to take steps to address our concerns via a referral to the Children's Reporter, in terms of Section 36 and 37 of the Education (Scotland) Act 1980. Further information about the role of the reporter can be found here:

<https://www.scra.gov.uk/about-scra/role-of-the-reporter/>

We wish to continue working with you to improve *Pupil Name* timekeeping, so as named person, I will continue to attempt to make contact with you in order to address the ongoing attendance concerns as fully as possible whilst the Children's Reporter assesses the referral.

Yours sincerely

Head Teacher / Named Person

Title

UNCRC Article 28: Children have the right to an education

Appendix 1 – Latecoming Letter 1

Parent/Carer Name

Parent/Carer Address

Date

Dear Parent/Carer

I wish to bring your attention to *Pupil Name* late coming. *Pupil Name* has arrived at school late on *Number of Lates* occasions this session. Within our authority, we define latecoming as follows:

“A pupil will be marked as late if they attend registration (either school or period) after the bell has rung.”

Children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly and on time.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone’s education is compromised.

In partnership with you, we want to achieve potential and maintaining positive attendance and punctuality is vital for this to happen. Please contact me if there is anything we can do to support you or your child or if you wish to discuss this matter further.

Yours sincerely

Head Teacher / Named Person Title

UNCRC Article 28: Children have the right to an education

Appendix 1 – Latecoming Letter 2

Parent/Carer Name

Parent/Carer Address

Date

Dear Parent/Carer

Despite previous correspondence and discussion, I am contacting you again to express concern regarding *Pupil Name* late coming. *Pupil Name* has arrived at school late on *Number of Lates* occasions this session. Within our authority, we define latecoming as follows: “A pupil will be marked as late if they attend registration (either school or period) after the bell has rung.”

Children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly and on time.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone’s education is compromised.

In partnership with you, we want to *Pupil Name* achieve his/her potential and maintaining positive attendance and punctuality is vital for this to happen. Please contact the school as soon as possible to discuss this matter.

Yours sincerely Head Teacher / Named Person Title

UNCRC Article 28: Children have the right to an education

Appendix 1 – Latecoming Letter 3

Parent/Carer Name

Parent/Carer Address

Date

Dear Parent/Carer Despite previous correspondence and discussion, I am contacting you again to express concern regarding *Pupil Name* late coming. *Pupil Name* has arrived at school late on occasions this session. Within our authority, we define latecoming as follows:

“A pupil will be marked as late if they attend registration (either school or period) after the bell has rung.”

Education (Scotland) Act 2016 Part II, Section 35 states that it is your parental obligation under the:

"a parent or guardian is guilty of an offence if a child fails, without reasonable excuse, to attend school regularly".

To ensure that we can provide all of the necessary supports, I have organised a Child's Plan Meeting to fully explore the reasons for *Pupil Name* late coming and agree an action plan to improve 's punctuality, in consultation with yourself at the parent/carers.

The details of this meeting are as follows:

Date and Time:

Venue:

Attendees:

If this is not manageable, please contact me to arrange a suitable alternative. You are very welcome to bring someone with you to this meeting to provide you with support if required.

Yours sincerely

Head Teacher / Named Person Title

UNCRC Article 28: Children have the right to an education

Appendix 1 – Latecoming Letter 4

Parent/Carer Name

Parent/Carer Address

Date

Dear Parent/Carer

Despite our previous attempts to support you with *Pupil Name* late coming, I am sorry that punctuality has not yet improved. As a result, we are obligated to take steps to address our concerns via a referral to the Children's Reporter.

Children and young people have the right to both primary and secondary education and in order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly and on time.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

Attempts to improve *Pupil Name* punctuality and to establish a valid reason for this number of late arrivals to school have been unsuccessful. Therefore, as noted above I have no option but to refer this matter to the Children's Reporter in terms of Section 36 and 37 of the Education (Scotland) Act 1980. Further information about the role of the reporter can be found here:

<https://www.scra.gov.uk/about-scra/role-of-the-reporter/>

We wish to continue working with you to improve *Pupil Name* timekeeping, so as named person, I will continue to attempt to make contact with you in order to address the ongoing timekeeping concerns as fully as possible whilst the Children's Reporter assesses the referral.

Yours sincerely Head Teacher / Named Person Title

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Appendix 1 –Latecoming Sign In

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