

# Douglas Primary School & ELC

## Attendance Information Leaflet



At Douglas Primary School & ELC we support South Lanarkshire's drive to promote regular school attendance as 'Every School Day Matters'.



Did you know that a pupil with an average of 90% attendance from P1 onwards could miss the equivalent of an entire school year by the time they reach S3? Coming to school is about so much more than books and numbers. Regular attendance helps to nurture, support and create social skills, friendships, support networks, and the ability to learn, change and adapt. We believe that every pupil can find their superpower in the classroom, in the art studio, music hall, playground, science lab and playing field.

### Recording Absences

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 children are unable to attend school parents/carers are asked:

- To contact the school office if they know in advance of any reason why their child is likely to be absent from school.
- To notify the school by phone call or email before 9:30am, stating the reason for absence and the likely date of return. Parents/carers are asked to keep the school informed if the date changes.
- To inform the school of any changes to contact details including any changes to emergency contact details.

### Attendance Monitoring

Children's attendance data will be monitored monthly by the Senior Leadership Team within the school and ELC. Douglas Primary School & ELC use the below table to identify the level of risk:



Douglas Primary School & ELC adheres to the following procedures when monitoring attendance:

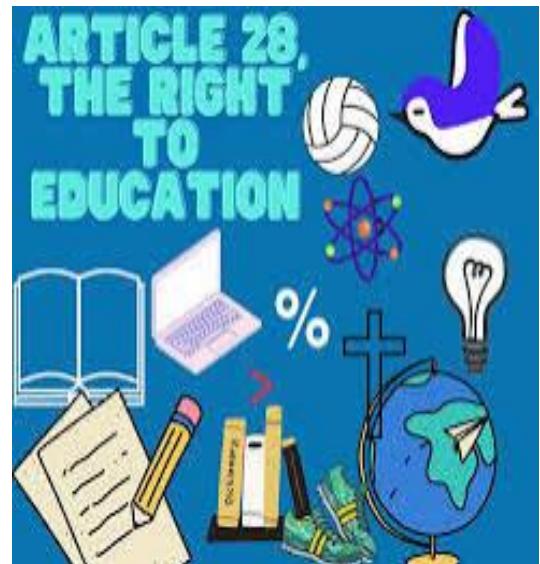
<b>Step 1</b>	Attendance data will be gathered and analysed each month and shared with Class Teachers/ Team Leader
<b>Step 2</b>	<p><b>School Actions</b></p> <p>SLT will use the above table to identify children at risk and will issue parent/carer with appropriate level of attendance letter</p> <p>Letter 1 – attendance statistic letter          Letter 2 – request for parent/carer to contact the school for discussion          Letter 3 – advising of phone call from SLT          Letter 4 – advising of meeting with SLT – Attendance Support Plan created          Letter 5 – advising of referral to SMPS</p> <p>SLT will issue letters in the above order if there is a continued decrease in attendance. SLT will use their knowledge of families and circumstances to determine the appropriateness of the above letters, and the support offered to reduce barriers to attendance.</p> <p><b>ELC Actions</b></p> <p>Team leader will discuss attendance with parents/carers and move onto additional steps if required</p>
<b>Step 3</b>	SLT will record outcome of above actions on Pastoral Notes.
<b>Step 4</b>	SLT will engage support from other stakeholders/partners as appropriate

#### 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.
- In particular, poor attendance can affect attainment levels, relationships with peers, wellbeing and emotional resilience.

#### 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

The aim for Douglas Primary School & ELC will always be to support children and their families to attend school/ELC regularly and receive the appropriate support. Child Protection procedures will be followed at all times to ensure the safety of all children. We will also consider the Cost of the School Day implications for families to ensure this is not a barrier to attendance.