



Crosshouse Primary School

Attendance Policy



At Crosshouse Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our children. A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our schools. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with parents/carers to enable all children to attend school as much as possible.

Daily Attendance

Pupil attendance is monitored daily at Crosshouse Primary School following the below procedure:

Parent/Carer Contact

Telephone or Parent Portal message made by parent/carers to school office.
Absence reason recorded.



Successful School Contact

School will make contact with parent/carers by telephone or text to alert them of their child's absence.
Absence reason recorded.



Unsuccessful Attempt Made

Attempt recorded and message left if possible.
Contact made with emergency contacts (where appropriate) asking parent/carers to contact school.
Further attempts made (where appropriate) to contact the family during the school day.

Monthly Attendance

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

100%	Excellent	190 days of education each year.
95-99%	Very Good	180 days of education Up to 10 days of lost learning (2 weeks)
90-94%	Slight Concern	170 days of education Up to 20 days of lost learning (4 weeks)
85-89%	Concerning	160 days of education Up to 30 days of lost learning (6 weeks)
80-84%	Risk of Underachievement	152 days of education Up to 38 days of lost learning (7 ½ weeks).
Less than 80%	Severe Risk of Underachievement	More than 39 days of lost learning (8 weeks)

Procedure

Step 1	Attendance data will be gathered and analysed each month and shared with Class Teachers.
Step 2	SMT will use the table to the left to identify children at risk and will issue parent/carers with appropriate level of attendance letter and the parent/carers information leaflet. ·Letter 1 – attendance statistic letter. ·Letter 2 – request for parent/carers to contact the school for discussion. ·Letter 3 – advising of phone call from SMT. ·Letter 4 – advising of meeting with SMT. ·Letter 5 – advising of referral to SMPS. SLT will issue letters in the above order if there is a continued decrease in attendance. A letter acknowledging an improvement in attendance will be sent monthly where appropriate. SMT 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.
Step 3	SMT will record outcome of above actions on Pastoral Notes.
Step 4	SMT will engage support from other stakeholders/partners as appropriate.

Please note, this is a summary document, more information can be found within our Crosshouse Attendance Policy document on our school website.