



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.

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.

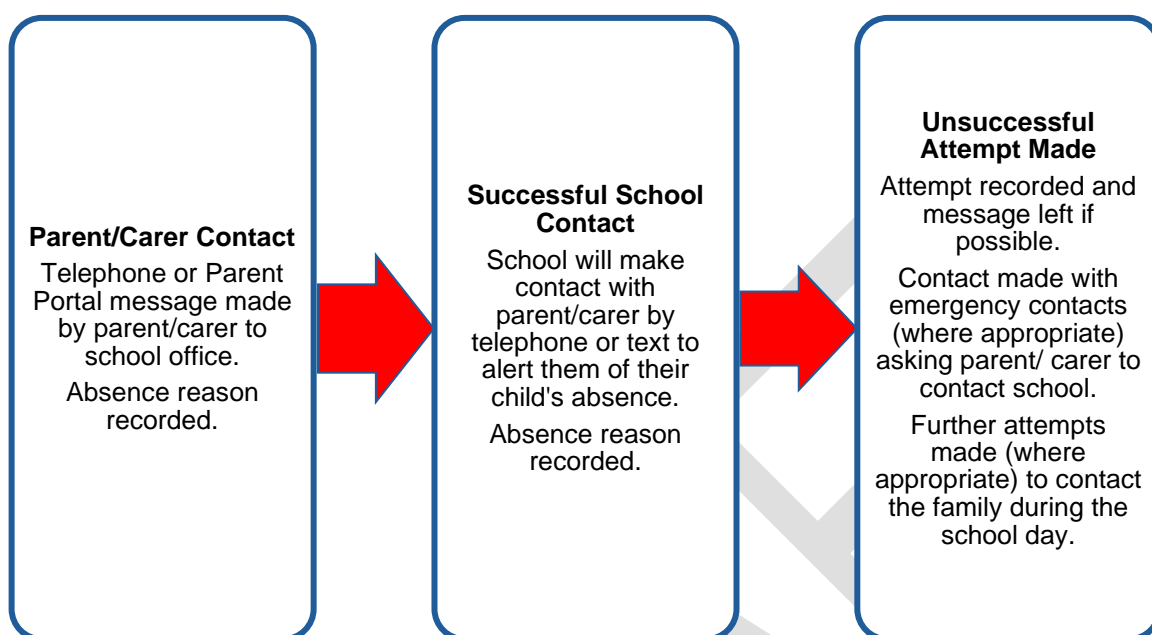




Crosshouse Primary School Attendance Policy

Daily Attendance

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



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:

Days off school add up to lost learning.					
190 days of education each year. 0 Days of lost learning	180 days of education Up to 10 days of lost learning (2 weeks)	170 days of education Up to 20 days of lost learning (4 weeks)	160 days of education Up to 30 days of lost learning (6 weeks)	152 days of education Up to 38 days of lost learning (7 ½ weeks).	More than 39 days of lost learning (8 weeks)
100%	95% - 99%	90% - 94%	85% - 89%	80% - 84%	Less than 80%
Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
All children have the 'Right to an Education' (UNCRC Article 28)					



Crosshouse Primary School Attendance Policy

Crosshouse Primary School adheres to the following procedures when monitoring attendance:

Step 1	Attendance data will be gathered and analysed each month and shared with Class Teachers.
Step 2	<p>SLT will use the above table to identify children at risk and will issue parent/carer with appropriate level of attendance letter and the parent/carer information leaflet (see Appendix 1).</p> <ul style="list-style-type: none">• Letter 1 – attendance statistic letter (see Appendix 2)• Letter 2 – request for parent/carer to contact the school for discussion (see Appendix 3)• Letter 3 – advising of phone call from SLT (see Appendix 4)• Letter 4 – advising of meeting with SLT (see Appendix 5)• Letter 5 – advising of referral to SMPS (see Appendix 6) <p>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 (see Appendix 7). 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>
Step 3	SLT will record outcome of above actions on Pastoral Notes.
Step 4	SLT will engage support from other stakeholders/partners as appropriate.

*At Letter 4, an Attendance Support Plan will be discussed and created to support the child (see Appendix 8). This will be reviewed monthly by SLT and parents/carers as appropriate.

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



Crosshouse Primary School Attendance Policy

APPENDIX 1

School Attendance within Crosshouse Primary School

Parent/Carer Information Leaflet

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.

Days off school add up to lost learning.					
190 days of education each year. 0 Days of lost learning	180 days of education Up to 10 days of lost learning (2 weeks)	170 days of education Up to 20 days of lost learning (4 weeks)	160 days of education Up to 30 days of lost learning (6 weeks)	152 days of education Up to 38 days of lost learning (7 ½ weeks).	More than 39 days of lost learning (8 weeks)
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Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
All children have the 'Right to an Education' (UNCRC Article 28)					

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



Crosshouse Primary School Attendance Policy

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.
- Be involved in school life and your child's learning journey.

What happens if my child continues to be absent from school?

- We follow the Crosshouse Primary Attendance Policy and we will always aim to work in partnership with you to achieve positive outcomes for your child.
- We will keep you regularly updated via letters and other forms of contact regarding your child's attendance percentage, as well as offering support or guidance whenever it is needed.
- If your child continues to have poor attendance, we are required to follow SLC procedures to support engagement.
- If you fail to engage you will be invited to meet with the Senior Manager Pupil Support for Cambuslang and Rutherglen to review and to agree a plan of action to improve your child's attendance.
- If there is no improvement a referral to the Children's Reporter will be made by the school.





Crosshouse Primary School Attendance Policy

APPENDIX 2



Education Resources

Executive Director **Carole McKenzie**

Crosshouse Primary School

Head Teacher – Isabelle Murray

Insert date – Attendance Letter 1 <ext>

Dear Parent / Carer,

At Crosshouse Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and local authority improvement plans for session ***. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is ??% and instances of lateness is ??. The table below illustrates how many school days the percentage relates to.

Days off school add up to lost learning.					
190 days of education each year. 0 Days of lost learning	180 days of education Up to 10 days of lost learning (2 weeks)	170 days of education Up to 20 days of lost learning (4 weeks)	160 days of education Up to 30 days of lost learning (6 weeks)	152 days of education Up to 38 days of lost learning (7 ½ weeks).	More than 39 days of lost learning (8 weeks)
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Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
<i>All children have the 'Right to an Education' (UNCRC Article 28)</i>					

We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. If you require any support, we encourage you to contact the school and we will work together to address any concerns. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,

Isabelle Murray
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 1.

Parent/carers signature: _____ Date: _____

Crosshouse Primary School, Telephone: 01355 245300, Email: office@crosshuse-pri.s-lanark.sch.uk





Crosshouse Primary School Attendance Policy

APPENDIX 3



Education Resources

Executive Director **Carole McKenzie**

Crosshouse Primary School

Head Teacher – Isabelle Murray

Insert date – Attendance Letter 2<ext>

Dear Parent / Carer,

At Crosshouse Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and local authority improvement plans for session ***. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is ???% and instances of lateness is ???. The table below illustrates how many school days the percentage relates to.

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Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement

All children have the 'Right to an Education' (UNCRC Article 28)

To discuss your child's current attendance rate, please contact the school on 01355 245300 and ask to speak to Mr Ramage, Mrs Tolland or Mrs Murray as soon as possible. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,

Isabelle Murray

Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 1.

Parent/carers signature: _____ Date: _____

Crosshouse Primary School, Telephone: 01355 245300, Email: office@crosshuse-pri.s-lanark.sch.uk





Crosshouse Primary School Attendance Policy

APPENDIX 4



Education Resources

Executive Director **Carole McKenzie**
Crosshouse Primary School
Head Teacher – Isabelle Murray

Insert date – Attendance Letter 3<ext>

Dear Parent / Carer,

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A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and local authority improvement plans for session ***. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is ??% and instances of lateness is ??. The table below illustrates how many school days the percentage relates to.

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Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
All children have the 'Right to an Education' (UNCRC Article 28)					

To discuss your child's current attendance rate, a member of our Senior Leadership Team will phone you on **DATE. Please note this phone call may be from a withheld number.** We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,

Isabelle Murray
Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 1.

Parent/carers signature: _____ Date: _____

Crosshouse Primary School, Telephone: 01355 245300 , Email: office@crosshuse-pri.s-lanark.sch.uk





Crosshouse Primary School Attendance Policy

APPENDIX 5



Education Resources

Executive Director **Carole McKenzie**

Crosshouse Primary School

Head Teacher – Isabelle Murray

Insert date – Attendance Letter 4<ext>

Dear Parent / Carer,

At Crosshouse Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and local authority improvement plans for session ***. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is ??% and instances of lateness is ??. The table below illustrates how many school days the percentage relates to.

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To discuss your child's current attendance rate, we would like to invite you to attend a meeting in the school with **STAFF MEMBER**** on ****DATE**** at ****TIME****. Please contact the school on 01355 245300 to confirm your attendance.** We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,

Isabelle Murray

Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 1.

Parent/carers signature: _____ Date: _____

Crosshouse Primary School, Telephone: 01355 245300 , Email: office@crosshuse-pri.s-lanark.sch.uk





Crosshouse Primary School Attendance Policy

APPENDIX 6



Education Resources

Executive Director **Carole McKenzie**

Crosshouse Primary School

Head Teacher – Isabelle Murray

Insert date – Attendance Letter 5<ext>

Dear Parent / Carer,

At Crosshouse Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our school and local authority improvement plans for session ***. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We know that low attendance impacts greatly on attainment and therefore feel it is important to share with you your child's current attendance and we work together to address any issues impacting your child attending school.

Child's name attendance rate is ??% and instances of lateness is ??. The table below illustrates how many school days the percentage relates to.

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Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
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Your child's attendance rate has not improved despite previous meetings and interventions. In line with our attendance policy, we have now referred this to our Senior Manager Pupil Support who will be in contact with you to discuss next steps. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with you to enable your child to attend school as much as possible. We will continue to monitor and keep you up-to-date on your child's attendance throughout the session so that they can have every opportunity to achieve their full potential.

Yours sincerely,

Isabelle Murray

Head Teacher

Name of child: _____ Class: _____

I acknowledge receipt of my child's attendance letter 1.

Parent/carers signature: _____ Date: _____

Crosshouse Primary School, Telephone: 01355 245300 , Email: office@crosshuse-pri.s-lanark.sch.uk





Crosshouse Primary School Attendance Policy

APPENDIX 7



Education Resources

Executive Director **Carole McKenzie**
Crosshouse Primary School
Head Teacher – Isabelle Murray

Insert date – Attendance Update Letter<ext>

Dear Parent / Carer,

At Crosshouse Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our young people.

I am pleased to inform you that since our last communication, your child's attendance has improved from ***% to ***% and they are making positive steps towards meeting our target of 95% attendance. I am sure you will continue to promote good attendance and encourage your child to attend school each day. We will continue to monitor and keep you updated on your child's progress in this area.

Yours sincerely,

Isabelle Murray

Head Teacher



INVESTORS
IN PEOPLE



Healthy
Working
Lives



Crosshouse Primary School Attendance Policy



APPENDIX 8

Screenshots from Individual Attendance Plan Document

Crosshouse Primary School - Individual Attendance Plan - Pupil Overview										
Pupil Details					Pupil Profile					
Name					On-Track LIT	Yes/No	On-Track MNU	Yes/No		
Class					Social Work Involv	Yes/No	STINT	Yes/No		
Stage					Care Experienced	Yes/No	ASP/BASP	Yes/No		
DOB					EAL	Yes/No	ASN	Yes/No		
Date Implemented					FME	Yes/No	SIMD Decile			
Review Date					Additional Information					
Completed by										
Attendance Tracker										
Current Attendance % as of (DD/MM/YY)					XX%					
Current Years Attendance										
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
%	%	%	%	%	%	%	%	%	%	%
Authorised Absences										
Unauthorised Absences										
Current Years Latecomings										
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Latecomings					0					
Absence Patterns										
Patterns for example; absences on a Monday/Friday, close to Holidays, events, specific staff, curricular areas etc										
Predominant contact made to notify and provide reason for absence (tick applicable box)										
Parent/carer notifies school via voicemail					Mixture of both school and parent contacting					
School contacts parent/carer by 10am					On most occasions school are unable to contact parent/carer					

Potential Barriers to Attendance			
Social Wellbeing			
Potential Barriers to Attendance	Is this a barrier?	Has this impacted attendance?	Further information
Relationships with peers	Yes/No	Yes/No/Unsure	
Relationships with staff	Yes/No	Yes/No/Unsure	
Relationships at home	Yes/No	Yes/No/Unsure	
Housing	Yes/No	Yes/No/Unsure	
Financial constraints/events	Yes/No	Yes/No/Unsure	
Risk of exclusion	Yes/No	Yes/No/Unsure	
Religious observance	Yes/No	Yes/No/Unsure	
Other (provide details)	Yes/No	Yes/No/Unsure	
Physical Wellbeing			
Potential Barriers to Attendance	Is this a barrier?	Has this impacted attendance?	Further information
Distance to and from the school	Yes/No	Yes/No/Unsure	
Member of the travelling community	Yes/No	Yes/No/Unsure	
Morning routines	Yes/No	Yes/No/Unsure	
Sleep pattern	Yes/No	Yes/No/Unsure	
Medical needs	Yes/No	Yes/No/Unsure	
Young carer	Yes/No	Yes/No/Unsure	
Other (provide details)	Yes/No	Yes/No/Unsure	
Mental and Emotional Wellbeing			
Potential Barriers to Attendance	Is this a barrier?	Has this impacted attendance?	Further information
Mental health issues	Yes/No	Yes/No/Unsure	
Parental mental health	Yes/No	Yes/No/Unsure	
Gender/sexuality anxieties	Yes/No	Yes/No/Unsure	
Low aspirations	Yes/No	Yes/No/Unsure	
Low self-esteem	Yes/No	Yes/No/Unsure	
Bereavement	Yes/No	Yes/No/Unsure	
Family circumstances	Yes/No	Yes/No/Unsure	
Other (provide details)	Yes/No	Yes/No/Unsure	



Crosshouse Primary School Attendance Policy



Crosshouse Primary School - Individual Attendance Plan - Interventions

Pupil Details		Pupil Profile			
Name	0	On-Track LIT	Yes/No	On-Track MNU	Yes/No
Class	0	Social Work Involv.	Yes/No	STINT	Yes/No
Stage	0	Care Experienced	Yes/No	ASP/BASP	Yes/No
DOB	0	EAL	Yes/No	ASN	Yes/No
Date Implemented	0	FME	Yes/No	SIMD Decile	0
Review Date	0	Additional Information			
Completed by	0	0			

Interventions				
Suggested Interventions: Individual attendance plan, report to HT at 9.00am, 8.30am/8.45am morning phone calls, individual targets, snapshot weekly timetable of attendance, wellbeing check ins, chill and chat time, breakfast club, nurture, soft start, social stories, targets and rewards, alternate routes to school, buddy, safe space, adapted timetable, circle of friends, clubs, activities, seating arrangements, SSA support, breaktime arrangements				
Intervention	Rationale	Timescale	Responsibility	Outcome (Milestones Achieved)
	Wellbeing Indicator S H A N A R R I			
	Wellbeing Indicator S H A N A R R I			
	Wellbeing Indicator S H A N A R R I			
	Wellbeing Indicator S H A N A R R I			
	Wellbeing Indicator S H A N A R R I			

Crosshouse Primary School - Individual Attendance Plan - Communication Log

Pupil Details		Pupil Profile			
Name	0	On-Track LIT	Yes/No	On-Track MNU	Yes/No
Class	0	Social Work Involv.	Yes/No	STINT	Yes/No
Stage	0	Care Experienced	Yes/No	ASP/BASP	Yes/No
DOB	0	EAL	Yes/No	ASN	Yes/No
Date Implemented	0	FME	Yes/No	SIMD Decile	0
Review Date	0	Additional Information			
Completed by	0	0			

Parent/Carer Communication		
Form of communication	Date/s	Outcome
Letter 1		
Letter 1a		
Letter 2		
Letter 3		
Letter 4		
Letter 5		
Letter 6		
Telephone call		
Meeting		
Home Visit		
Other (please specify)		



Crosshouse Primary School Attendance Policy

DRAFT