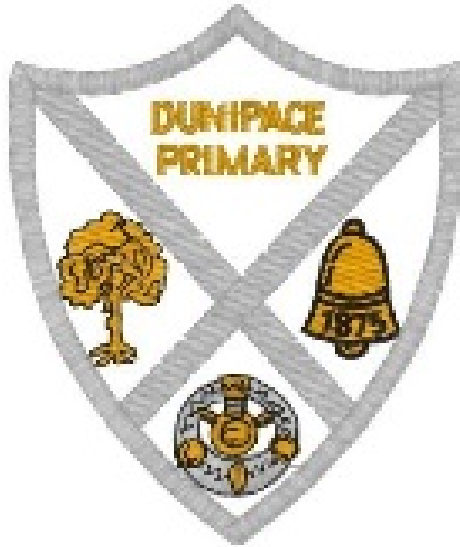


Dunipace Primary School



Attendance Policy

Abridged version of our Attendance Strategy. Please see our Attendance Strategy for the full details about how we support Attendance and lateness at Dunipace Primary School

November 2024

Attendance

It is the duty of parents/carers, by law, to make sure that their children attend school regularly and punctually.

Whenever your child is absent from school parents/carers are requested to phone the school before 9.30 on the first day of absence to inform the school of the absence and the reason for the absence. If the school does not receive this information from parents/carers we will send a "Group Call" message asking parents/carers to contact the school about the child's absence. An email may also be sent to the school office explaining the reasons for the child's absence.

When a child has an afternoon absence, having been present in the morning, parents are requested to inform the school immediately for safety implications.

Persistent absences and late coming must be discussed/shared by the School with the parent/carers to offer support and put a plan in place if required.

Non-attendance and Truancy guidelines

Under the terms of Section 30 of the Education (Scotland) Act 1980:

"It shall be the duty of the parent of every child of school age to provide sufficient education for him suitable to his age, ability and aptitude either by causing him to attend public school regularly or by other means."

Our Attendance Policy has been created to share the school's expectations around your child's attendance at school:

- Parents must continue to telephone the school to indicate that their child will be absent. This is for safety and security reasons only, not for absence records.
- All absences must be notified in writing and can be shared via email to the school's generic email account, clearly stating the dates of absence. This must include appointments for medical and dental visits.
- All emails explaining an absence will be stored for the duration of a child's primary education in your child's records.
- A series of absences will trigger the school to make contact with the parent/carer. This is a legal requirement. Any unauthorised or unexplained absence will be recorded as truancy until an explanation is given. This is not the case for holiday absence.
- All holidays in term time are regarded as unauthorised absences.
- All holidays must be notified in writing at least 7 days in advance. This must include the exact dates of the holiday.

- An email will be issued confirming the dates of the holiday absence and reminding parents that the holiday is unauthorised.
- Absences on the last day of term will be regarded as unauthorised unless written advice is received prior to the absence.
- Where a child's level of absence becomes a concern, the Senior Leadership will make contact to enquire as to how we can work in partnership between home and school to improve your child's attendance.
- Lateness is recorded daily. If a child is consistently late, the Senior Leadership will make contact to enquire as to how we can work in partnership between home and school to improve your child starting school on time.
- If a child is very late, it is classed as an unauthorised absence as this also has a detrimental effect on a child's progress in school.

The Scottish Government and Falkirk Council ask each school to monitor attendance and late coming data as a national initiative to improve learning for all children. We ask for parent/carer support in keeping the school updated about your child's absence and will help us to fulfil this legal requirement. Hopefully, the end result will be excellent attendance figures for Dunipace Primary School.

Updated November 2024

INFORMATION FOR PARENTS

What being in school means for your child...

Supports your child to achieve their potential, and to give them the best possible start in life. Each day at school also gives your child the building blocks they need for future learning.

Being in school also supports your child to:

- To learn;
- To have fun and make new friends;
- To understand their role as a learner;
- To develop awareness of other cultures, religions, ethnicity and gender difference;
- To achieve;
- To gain qualifications;
- To develop new skills;
- To build confidence and self-esteem; and
- To grow as individuals.
- To give all of our children the best possible life chances.

What can you do to help?

- Be aware of how missing out on school means missing out on not just learning, but socialising, building relationships and offering consistent routines for your child.
- Take any family holidays out with term time. Establish good routines at home in the morning and the evening so your child is prepared for their day ahead.
- Arrange non-urgent appointments out with school; if an appointment has to be made within school hours, ensure your child is in school before/after the appointment.
- Keep in contact with the school – we are here to help! If you have worries or concerns about your child please speak to a member of staff so we can support you and them.

When can we take time off?

- When your child is unwell.
- When they are attending a doctor or hospital appointment.
- Attendance at a children's hearing or review
- Immediate family weddings
- Bereavements
- Religious observance
- Short term exceptional domestic circumstances (e.g. period after an illness, a domestic situation causing **serious** disruption to the family home)
- Medically certified (admission to hospital)
- Only in exceptional circumstances and authorised by the Headteacher, will holidays be recorded as an authorised absence.

Remember, there are 175 days per year that your child doesn't need to be in school which can be used to arrange holidays.

My child doesn't want to come to school....

Every child has a right to an education. They also have the right to feel safe, happy and well supported at school. Sometimes children can have worries or anxiety about attending school and do not want to come in each day. There can be many reasons for this. This can be challenging for both parents/carers and children. Although you may want to keep your child off, this will not be a helpful support in the long term. Please speak to the school if you have any worries and we can look at additional support both in school and out of school dependent on your family's needs.

ADDITIONAL SUPPORTS AVAILABLE

In School:

Denny Cluster Inclusion and Family Support Worker – on the days they are in Dunipace Primary School, our Inclusion and Family Support Worker can offer a space for your child to talk through any worries or anxieties they may have. Support can include one to one support, group support, or a quiet space to access at break and lunchtimes with a friend to build up their confidence.

Our Principal Teacher and Depute Head Teacher can also be contacted to discuss any worries you may have, and if appropriate a TAC Meeting may be called to look at additional supports for your family.

Our Class Teachers and support staff are excellent at offering additional support within the classroom. Just keep in contact and we can put a plan in place when it's needed.

Out with School:

There are a range of services in Falkirk that can offer support to you and your family. Below are just a small selection of what's available:

Barnardos – offer support for children, young people and their families covering a range of issues. Contact Barnardos on 01324 632903 to see what they can offer.

Aberlour – offer Primary Years Outreach and Family Support for children and families facing a range of issues. Contact Aberlour on 0800 085 6150.

Children 1st – an online and telephone resource offering parents/carers access to support not just through the week, but at weekends and evenings. It covers parenting support, advice and guidance for children and young people of all ages. Access their website: <https://www.children1st.org.uk/>

FDAMH – provide one to one and group mental health and wellbeing support for adults in Falkirk. Contact FDAMH on 01324 671 600.

Kooth – An online resource based in Falkirk for young people who are struggling with their mental health and emotional wellbeing. Parents/carers need to support sign up to this resource. Access their website: <https://www.kooth.com>

Employment and Training Unit – Can offer support to parents/carers around benefits checks, debt advice, and for parents in work and looking to move into employment to increase their skills and confidence. Contact ETU on 01324 504408.