Attendance and Punctuality Policy and Procedures

The link between attainment, achievement, conduct and attendance is well proven in establishing a positive ethos in schools. Good attendance enables each child to achieve to their full potential in all aspects of school life.

Aims of Policy

- To improve attendance and punctuality rates for all year groups
- To support persistent absenteeism and school refusers
- Reduce truancy rates
- To clarify roles and responsibilities of staff in monitoring and tracking attendance and punctuality of pupils.
- To make certain that attendance is a priority for pupils, parents and staff to ensure that all pupils are successful learners, confident individuals, responsible citizens and effective contributors
- Ensure accurate recording of pupils' attendance and absence in accordance with Scottish Government guidance

The Benefits of Promoting Good Attendance

- Improvement in attainment - high levels of attendance and punctuality have a real impact on how well children do at school
- Pupils develop good habits for the future
- Develops a positive climate and an ethos of achievement in which all pupils feel valued

Recording Absence and Pupil Records

Accurate and timely recording of attendance and absence is a key responsibility of schools. **These records are a legal obligation and may be used as evidence in court proceedings and to the Children's Reporter.**

If a parent or guardian has not advised the school that their child will be absent then it must be assumed they are unaware of the absence and the pupils is missing or truanting. This should be recorded as unauthorised until an explanation is received.

- Information recorded should be followed up immediately to ensure pupils are safe and well

- Parents are contacted as soon as an absence is noted to ensure that immediate action can be taken to find any pupils "missing" from school. If attempts to contact the parent are unsuccessful then emergency contacts should be used.

- Social work should be notified by telephone of the absence of any child who is on the Council's Child Protection Register

NB. Absence can be authorised if families are experiencing exceptional domestic circumstances

Promoting Attendance and Managing Absence

The importance of good attendance must be stressed at all times. Pupils and parents/carers should be aware of the consequences of unsatisfactory attendance and the benefits of regular attendance.

It is absolutely essential that all registers are accurate and staff should be aware that there is a legal requirement to keep accurate records of attendance and they should be familiar with the school guidelines.

When taking the morning register the **General Registration** page on SEEMIS should be used. If SEEMIS is unavailable a paper copy should be sent to the school Office at 8.40am. (These will be re-issued to staff). The Office staff will enter the codes for pupils whose parents have notified absences in advance or when pupils are absent for other reasons (i.e. excursions).

Morning Registration

- Morning Registration – If a student is Late for Registration please leave them marked as TBC. **DO NOT CHANGE THEM TO PRESENT AT THE MOMENT**. We are putting them in LRG centrally from the sign in sheets. If they remain TBC it shows us who is trying to avoid signing in and we can deal with them appropriately.

    The register should be completed electronically, using appropriate codes if a pupil is absent or late. If pupils are to be out of class for any reason e.g music, medical appointment, this should be marked accordingly.

SEEMIS Codes should be used as follows:

Code	Description	Updated by…
ABS	Other Authorised Absence	**PSL/Office** - family reason: late after long distance travel, funeral, wedding.
DCA	Exceptional domestic circ. (authorised)	**EWS**
TBC	To be Confirmed	**All staff**
LAT	Late (arrives before mid-opening)	**Office**
MIS	Missing	**EWS**
PER	Medical or Dental Appointment	**Register Teachers/PSL/Office**
UNA	Unexplained Absence	**PSL**- no reply to absence enquiries
WRK	Work Experience	**PSL/office**
STY	Study Leave	**Office**
PHL	Authorised Parental Holiday	**Office following authorisation by HT**
UPH	Parental Holiday	**Office/PSL - Unauthorised parental holiday**
MED	Medically Certified	**PSL**-hospital/ doctor's letter
SEL	Self Certified	**Register Teachers/PSL/Office** - medical certified by parent
EXL	Extended leave with parental consent	**EWS**
LT2	Late (arrives after mid-opening)	**Office**
SEP	Sickness with educational provision	**EWS**
OUA	Other unauthorised absence	**PSL**- covering unacceptable reson for lateness/ absence
DCU	Exceptional domestic circumstances	**EWS**
FLD	Field Trip	**Office**
SCH	In school but not in class	**PSL/Office/Teaching staff if removing a student from class/Medical Room**
OAT	Other attendance out of school	**PSL/office**. Currently also covers in-school study
TRU	Truancy	**PSL/EWS**
LRG	Late during registration	**Office**

Anomalies

During registration, each Register Teacher should, in **General Registration,** check anomalies from the day before and update the register accordingly.

Updating Registers

- Upon return to school after absence, the pupil should give Register Teachers a note to explain their absence. Please update SEEMIS records, date the note, initial it to confirm receipt and place in the class registration folder. If you suspect truancy, please notify Pupil Support right away.

- **If the parent has called in to explain the complete absence period the Office Staff will update SEEMIS.**

- When a pupil returns to school without a note, and SEEMiS has not been updated by the office, Register Teachers should give him/her a copy of the yellow letter which requests an explanation from the parent (extra copies are kept in the Staff Room.)

- **N.B - Students will be expected to have supplied an absence note by the Thursday of the week after their absence. If no note is supplied at this point a letter will be sent to parents requesting an explanation for their child's absence.**

Unexplained Absence

On the **third** morning of an unexplained absence, it is important that Register Teachers make the appropriate Pupil Support Leader aware of this. They will then follow this up.

NB Pupil Support should also be alerted if a pupil has been marked as SEL (sick – self certificated) for more than 2 weeks.

Appointment During The School Day

There should be written proof (appointment card or letter from parent) of any medical or dental appointments. Pupil Support Leaders would appreciate it if Register Teachers could pass on to them any information in a note which might be particularly significant, e.g. news of a bereavement – the note should be filed in class registration folder.

NB Notes requesting time off for holidays should be sent to the School Office since the Headteacher's permission must be requested.

Period by Period Registration

All class teachers must register their classes on SEEMIS within the first 10 minutes of a period starting using "Registration".

- **PE** and **CDT** paper registers should be sent to the office for updating within the first 10 minutes of the lesson if on site. If PE Lessons are at Bangholm the register should be handed into the office before leaving for Bangholm or on return if meeting the class there.
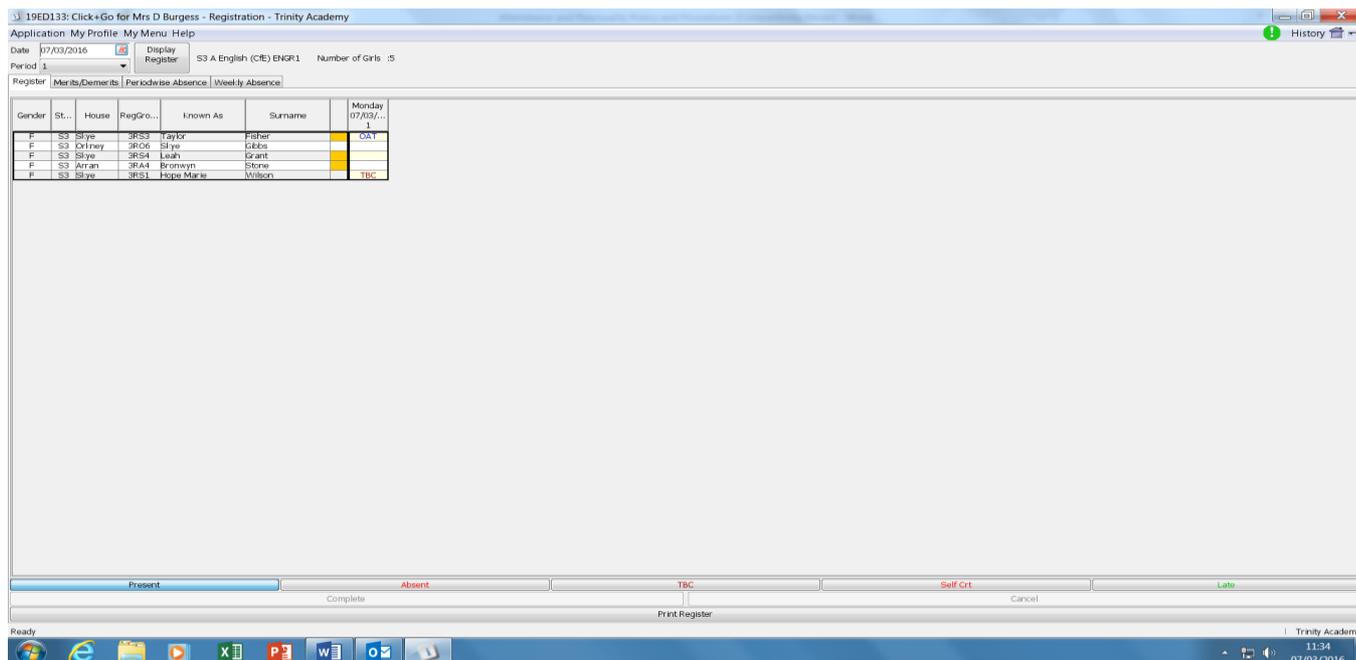
Incomplete registers and anomalies in registration will be checked every period by Admin and SLT and an email will be sent to ask that the register be completed. For teachers covering another teacher's class, the register can be taking by accessing the teacher's register on SEEMIS – use **Cover Registration**

Pre-printed registers should be kept in a prominent place in class and can be used in the event of the failure of SEEMIS. If SEEMIS fails paper copies should be sent to the school office each period for updating. These will be returned to staff trays after updating and should be re-filed in the classroom.

- **Often a Present to TBC change is because the register the previous period has not been completed. The attendance mark defaults to Present until marked otherwise. Can we please make sure that registers are done in the first 10 minutes of class time and definitely during the period (if there is an issue with computers/SEEMIS) as it minimises these changes.**

Change of Attendance Status

No pupil should leave the school during the school day without permission. A note from the parent/carer must be produced as evidence of appointment. If this is not forthcoming the Group Tutor will follow the normal procedure for obtaining absence notes. Where truancy is suspected or a pattern of absence emerges the pupil should be referred to the relevant Pupil Support Leader.

If a student's attendance status changes during the school day eg they go from Present to TBC on completion of the class register this should be communicated to Admin for follow up using the new Tri-Attendance email address. TRI-Attendance TRI-Attendance@ea.edin.sch.uk. This allows us to quickly identify missing students and ascertain whether this is due to truancy or an error. It offers greater protection to potentially vulnerable students.

Truancy – ie leaving class or school without permission.

If pupils truant from school all Pupil Support Leaders should follow the same procedures, although it should be noted that procedures might change depending on the pupils and circumstances involved.

- PSL (or SLT) contact home
- Detention issued (with SLT/PSL Friday PM)
- Repeat truants put on Attendance Sheet
- If parents cannot be contacted or if there are welfare concerns, refer to EWO

School of Rugby

School of rugby staff will collect a register from the office and do the register before leaving site. The register will be handed to the office for updating in SEEMIS.

Music Instructors

Music instructors will be asked to hand in a registration slip to the office if pupils are missing from music instruction. *(procedure here is currently being refined)*

GIRFEC

The relevant PSL should be made aware of any persistent or unexplained absence. Support will be offered to pupils and their parent/carer and the EWO may also be involved. Consideration should be given to initiating an **Assessment of Needs (AoN).** The results of the AoN may be to continue to monitor, refer to a specialist assessment or call a **Young Persons Planning Meeting (YPPM).** The planning meeting will be solution focused and will be held with full participation from the pupil and their parent/carer.

Attendance Procedure	Staff Responsible
Students registered in **General Registration** at morning registration	Register Teachers
TBC texts sent to parents for any students absent at Registration	Admin
Students registered period by period in **Registration** or **Cover Registration** is on class cover for absent staff	Class teachers
Notification to Admin of any students whose absence status has changed to TBC from the previous period	Class Teachers
Call home to ascertain whereabouts of students with changed absence status	Admin
Updating of Absence Notes	Register Teachers
Issue of Absence enquiry is no note supplied	Register Teachers
Monitoring of Anomalies Report	PSL's / DHT
Letter sent to parents of students who have not supplied an absence note 1 week after return to school	Admin / PSL's
Call home to parents who do not respond to absence letters	PSL's
Discussion with EWO/SCD re further action on non-attendance	PSL's

Truancy Detentions	PSL's / DHT