



Attendance and Punctuality Policy

Head of School: Mrs Keane
Date Implemented: September 2026

Date of Review: September 2027

Overview

Prestolee Primary School seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from primary to secondary and beyond to further education and training.

Prestolee Primary aims to work in partnership with parents and other agencies to strive towards every child reaching at least 98% attendance to ensure that each child can get the best out of the educational opportunities provided. By working in partnership with parents and other agencies, we can ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all pupils at Prestolee.

School Staff to Support Attendance

Prestolee's strategic leader for attendance is Mrs Keane (Headteacher)

The school's attendance officer is Sam Macdiarmid.

The School's Safeguarding Leaders are Mrs Keane, Miss Wright and Miss McLaughlin.

Please contact the school office on a day-to-day basis when your child is absent or for any queries regarding attendance.

To manage and promote regular attendance Prestolee will:

- Keep parents updated on the school's overall attendance and individual pupil's attendance via letters home half termly, newsletters and social media.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this via regular parent evenings.
- Build positive relationships between home and school that can be the foundation of good attendance. The link between attendance, attainment and wider wellbeing will be discussed with parents.
- Utilise attendance data, analysing patterns and trends to target attendance and punctuality improvement across pupil cohorts or individual pupils, to reduce persistent (below 90%) or severe absence (below 50%) from school.
- Review the attendance policy annually and publish it on the school's website.
- Account for and consider the specific needs of pupils and their families where there may be other barriers to attendance (medical conditions or special educational needs and disabilities) and provide support to overcome these barriers. (e.g. Early Help or other wider partners).
- Support pupils back into school following a length or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Monitor individual pupils' attendance to:
 - a) Celebrate good and improved school attendance and reward this through certificates, attendance class reward (a letter for each class with 98% or above attendance weekly) and class attendance trophy for the highest attendance weekly.

b) Notify parents when we are worried about their child's attendance by following the procedure below:

- Prestolee will call parents on the first day and follow up unexplained absence (e.g. visits).
- School will discuss with pupils and parents the reasons for absence to understand any barriers and agree how partners can work together to resolve these.
- School will facilitate support through an Early help where attendance is a symptom of a wider issue.
- Where absence persists and voluntary support is not working or being engaged with, school will formalize support through a parenting contract.
- Where all other avenues have been exhausted and support is not working or being engaged with, school will enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

To manage and promote the regular attendance of their children, parents will:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the school up to date with at least two emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2023. Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with the school and swiftly address any worries their children may have about coming to school so that we can work together to resolve this.
- Contact school on the first day of absence to inform school of the reason and when the child is expected to return. Keep school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide the School with any medical appointment cards and where possible make appointments out of school hours. If this is not possible, parents should ensure that children attend prior to or following their appointment.
- Attend any meetings called by school and partner agencies to discuss attendance.

Registration

School gate opens 8:35am and closes at 8:45am

School day start time 8:45am

School day end time 3:15pm

Morning registers should all be completed by 8:50 am. Pupils arriving after this time will be marked Late.

Afternoon registers should be completed by 12:45pm for Reception, 1:00pm for KS1 and 1:15pm for KS2.

Pupils arriving after these times should report to the school office so that they can be given a late mark; pupils arriving after 8:45 am should be accompanied by a parent

so that a reason for lateness can be recorded on the Late sign in sheet; the number of minutes late is recorded in order to measure the impact of lost education due to late arrival.

Absences

- Parents are expected to inform the school of the reason for absences. However, it is school that makes the decision whether to authorise or unauthorise the absence.
- School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication, or application for leave of absence will assist school in making this decision.
- Re-occurring unauthorised absence should be referred to the Education Welfare Service and this can lead to legal interventions and a formal assessment.

Request for leave of absence in term time

- All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form available from the office.
- If parents proceed with the leave of absence in term time, Prestolee may refer to the Local Authority for a penalty notice.
- Penalty notices may be issued due to the deliberate taking of leave of absence in term time without or against school permission (where it can be demonstrated that the parent/carer understood that permission had not or would not be given) and where this has created a period of unauthorized absence in the current term of at least 10 sessions (5 days).

Safeguarding

- Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to safeguarding policy; the behavior policy; anti-bullying strategies and the Health and Safety Policy. Prestolee Primary has also adopted the Local Authority Policies on Children Missing Education, Elective Home Education.
- Prestolee Primary also follows Local Authority guidance in relation to coding absence for families who travel as part of their culture.
- All these policies have been endorsed by our local governing body, which support the school in all attempts to improve the attendance and safeguarding agenda. Development and implementation of this policy will be considered under School/ Academy obligations from the Equality Act 2010 and the UN Convention on the Rights of the Child.

The process of daily attendance at Prestolee

Daily Checks

1

- Class teacher completes register - present or N
- The office analyses registers contacting any absent pupils.
- The office will amend register marks accordingly - O = Unauthorised I = illness L = Late U = Late after registration closes G = family holiday not agreed etc.

Absent Pupils

2

- Parents / carers are to contact the office before 9am to report an absence.
- If no contact is made the school office will phone parents / carers to determine why the child is not in school.
- If there is no answer, messages will be left and text messages sent.

Lateness

3

- If your child arrives to school after the school gate closes at 08:45am, parents/carers must bring them through the main office and sign them in.
- Lateness is tracked through the school MIS system.
- If your child arrives after 08:45am they are recorded as L
- If your child arrives after 09:05am they are recorded as U
- 5 lates in a 3 week period will trigger a letter being sent home.
- Persistent lateness will result in a meeting the school attendance lead.

Meetings

4

- Attendance Lead will meet with any parents whose child's attendance is below national average, flags as a persistent absentee or is persistently late.
- An attendance parent contract will be agreed and reviewed every half term.
- Attendance lead will have meetings with parents/carers if they have any concerns.

Incentives

5

- Highest class attendance each week receive the attendance trophy in assembly.
- The class that receives the highest attendance each week gets a letter. Once they spell ATTENDANCE they get to have a class party.
- Certificates for 100% attendance at the end of the academic year.

Attendance Lead: Mrs Macdiarmid

