

# ATTENDANCE POLICY



GLENIFFER HIGH SCHOOL

# PRINCIPAL *Message*



## POLICY STATEMENT

As a nurture school, the wellbeing of our pupils sits at the very heart of everything we aim to achieve in Gleniffer High School. We believe that each individual child and young person has the right to be included, safe, achieving and healthy and will be given every opportunity to reach their full potential. We aim to create an environment in Gleniffer where a culture of good attendance in school will prevail and we will work in partnership with pupils, parents and carers, staff and all other stakeholders to ensure all of our young people have a positive learning experience and thrive as part of our school community.



## POLICY FRAMEWORK

Good attendance underpins the priorities of attainment and achievement, inclusion and social justice in every organisation. The following framework outlines the procedures for supporting attendance in Gleniffer High School.

The framework should be read in conjunction with The Scottish Government directive, Included, Engaged and Involved Part 1: A Positive Approach to the Promotion and Management of Attendance in Scottish Schools and Renfrewshire Council's Revised Standard circular 5: Included, engaged and Involved Part One: Attendance in Educational Establishments.



# DEFINITION

We are aware that lower levels of attendance can have an adverse effect on a young persons' level of participation and attainment and ultimately their future pathway. Attendance is defined by the Scottish Government as 'participation in a programme of educational activities arranged and agreed by the school' and schools should seek to ensure that young people attend 27.5 hours per week in the secondary sector. (see Appendix 1)



Young people are more likely to be motivated to attend school when they feel fully included, respected, safe and secure and are engaged in the wider life of the school community. We believe it is the role of Gleniffer High School to promote positive relationships (with staff, pupils, parents and partners) within an inclusive ethos and culture. We endeavour to engage positively with our parents and carers and promote social and emotional wellbeing for everyone in our school community. We implement a range of strategies and approaches within our school to improve relationships, behaviour and subsequently attendance. These include, for example, nurturing approaches, restorative approaches and solution oriented approaches.

# CONSULTATION



In the development of this policy the DHT Pupil Support consulted members of the Senior Leadership Team, Pastoral Support Team and members of the Pupil Support Faculty, Principal Teachers and Faculty Heads Curriculum, Classroom teachers, Inclusion Support Assistants and Clerical and Administrative staff. All are in agreement that clear guidelines on pupil attendance are essential and a priority in Gleniffer High School.

# IT'S ALL OUR JOB!



## YOUNG PEOPLE

It is expected that all young people in Gleniffer High School attend their timetabled classes. If there are issues arising for you in school, you should speak with your Principal Teacher of Pastoral Support for support.





# PARENTS AND CARERS



## WORK IN GROUP

- Ensure contact details held by school are accurate. Update any changes throughout the year and complete annual data check at the start of each school session. This can be done electronically via the parent portal.
  - Advise in advance of any appointments or planned absence so that records can be updated accordingly.
  - Contact school by phone or email on the first day of absence and preferably before 9.00am. This will avoid unnecessary contact from school.
  - If absence is going to be longer than one day, please update school and give an indication of how long you expect your child to be absent.
  - If you receive a text about absence, please contact the school as quickly as possible.
- If you have concerns about your child's attendance, please link with Principal Teacher of Pastoral Support.

<https://parentsportal.scot/pportal/>

It is vital that parents and carers encourage good attendance in school. There is a strong link between good attendance and attainment which leads to strong, positive outcomes for young people.

# CLASS TEACHER

All staff have a legal obligation to ensure a timely and accurate record of pupil attendance. Registers must be completed electronically within the first ten minutes of the period. The following codes should be used:

- Not in class (TBC)
- Late to class (it should be recorded using seemis how late the pupil was)
- Left blank if pupil is present.



## ANNA KATRINA MARCHESI

Student Class A1 - 20



Pupils arriving late to school during Period 1 should have a late slip which they collect from the office. It is the class teacher's responsibility to update the register once they arrive in class.

Class teachers must alert the PT Pastoral Support by completing a 'Cause for Concern' proforma (Appendix 3) if they are concerned about continuous late coming or a recurring pattern of pupil absence from class.

DHT Curriculum must be notified of any changes to class lists immediately to ensure the accuracy of the registration system.

Timetables and class lists must be accurate and it is the responsibility of the class teacher to inform their line manager of any anomalies immediately.

Staff completion of registers will be monitored on a daily basis by the Head Teacher. Failure to regularly complete accurate class registers may result in disciplinary action.

# FACULTY HEAD/PRINCIPAL TEACHER CURRICULUM

As part of the Department/ Faculty tracking and monitoring process the Principal Teacher/ Faculty Head must have an overview and regularly monitor the attendance of all pupils within their department or faculty.



Any pupil identified by a member of staff with an attendance concern must be relayed immediately to the Pastoral Support team by email.

DHT Curriculum must be notified of any changes to class lists immediately to ensure the accuracy of the registration system. Timetables and class lists must be accurate and it is the responsibility of the Principal Teacher / Faculty Head to inform the DHT with responsibility for curriculum of any anomalies immediately.





# PRINCIPAL TEACHER PASTORAL SUPPORT



PT Pastoral Support teacher have the responsibility to safeguard pupils within their caseload. It is therefore the responsibility of PT Pastoral Support to regularly monitor all pupil attendance within their house group.

Clerical Support (Attendance) will update the PT Pastoral on a daily basis of any pupil with one or more periods of unauthorised absence during the school day. PT Pastoral should liaise with PEF Project Leads (Aug 2023-Mar 2025) to establish next steps and investigate this unexplained absence, making contact with parents/carers. No pupil should be unauthorised for more than one day.

PT Pastoral and SLT must have awareness of all pupils with unauthorised absences within their house group and should check this on a weekly basis.

For ongoing attendance concerns, PT Pastoral should make contact with the parent/carer to identify reasons for absence and identify any supports which may be required to improve attendance.

PT Pastoral should, when necessary, interview pupils and parents regarding attendance concerns.

PT Pastoral should raise any attendance concerns at their weekly house meeting and interventions discussed and actioned with the house team.

PT Pastoral must refer any concerns by progressing through the IST / EST / TAC/ IA meetings where further interventions may be discussed and implemented.

PT Pastoral must maintain as accurate attendance records as possible for the purpose of a referral to the Reporter if deemed necessary.

Late coming data recorded on SEEMIS should be regularly reviewed and analysed by the PT Pastoral responsible.

# CLERICAL SUPPORT



Clerical support is allocated to support PT Pastoral with daily management of attendance. This may involve:

- Logging absence information provided by parents and carers.
- Period-by-period checks of unauthorised absences and incomplete registers.
- Update registers when pupils are sent home sick.
- Class visits to follow up on discrepancies.
- Speaking with pupils, parents/carers or staff regarding unauthorised absences.
- Change outstanding TBC to UNA.
- Daily absence report for each PT Pastoral by house.
- Collation of incomplete registers daily for the Head Teacher.

# THE HOUSE TEAM

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GLENIFFER HIGH SCHOOL

Attendance for S1 – S6 pupils in each House must be reviewed on a monthly basis at House meetings.

DHT (House) and PT Pastoral (House) will complete a weekly attendance review of all pupils in their house and agree initial actions which will be recorded in their House minutes.

Pupils with attendance levels of 85% or below must be discussed as a priority and monitored weekly until their attendance improves.

In the first instance it is the role of the PT Pastoral to contact with the Parent / Carer and follow the agreed procedures.

If pupil attendance is not showing improvement, then the House team should refer any concerns to IST where further support and interventions may be discussed.



# SENIOR LEADERSHIP TEAM



·SLT must have awareness of all pupils with unauthorised absences within their house group and should check this on a weekly basis.

SLT should raise any concerns regarding pupil absence at their weekly house meeting and instruct appropriate interventions as they see fit.

In the first instance it is the role of the PT Pastoral to administer initial contact with the Parent / Carer (by letter, phone call or parental meeting) but if this is not successful this should escalate to SLT level who will support the PT Pastoral in implementing further strategies.

# THE SCHOOL OFFICE

The school office plays a major role in safeguarding our young people.

**From April 2024, Groupcall messages are sent to parents/carers on a period by period basis informing of absence.**



The School Office staff will log all parental calls/emails regarding pupil absence on a daily basis and adjust the attendance code as appropriate on SEEMIS

The office assistant responsible for attendance and registration will check the school answer machine and emails each morning for calls regarding pupil absence and adjust the attendance code on SEEMIS as appropriate.

Pupils reporting to school late will report to the school office who will record the time of arrival and issue a late slip.



# ABSENCE PROCEDURES AND AUTHORISED ABSENCE



All notes for absence should be handed in to the school office at the beginning of the school day. On receipt of a note, telephone call, text or email, the office staff should then change pupil status from 'TBC' to 'A' on SEEMIS 'Click and Go'. Thereafter, notes should be dated, sorted by House and then passed to PT Pastoral to be filed.

All appointments requiring a pupil to be absent from school for a period of time during the school day must be accompanied by a parental permission letter/email or telephone call. The office will record this within a medical and dental category using the 'PER' (Permission) code on SEEMIS.

Staff will notify the school office when taking pupils out of school and provide them with an accurate list of pupil attendance recorded on the day of the trip.

Pupils must be marked TBC if they do not attend as expected. Office staff will record attendance accurately on SEEMIS using the appropriate code.

# ATTENDANCE DISCREPANCIES



To ensure the safety of our pupils we operate a same day / period by period check of pupil attendance.

A text message will be sent to parents / carers of all pupils marked absent. From April 2024, this will be every period a pupil is marked absent.

An anomalies report will be generated by the clerical support assistant every period and given to PT Pastoral who will then decide what action needs to be taken.

Calls will be made at the end of the school day for pupils who have been marked absent either all/part of the day and for whom we have received no communication about the absence.

# WELFARE CONCERNS - CHILD PROTECTION REGISTER

Any pupils who we may consider to be vulnerable in terms of their welfare will have their attendance checked by Clerical Support staff on a period by period basis. This list of pupils should be checked and updated regularly via house meetings.

This will include:

- Children on the Child Protection Register
- Children with Social work involvement
- Where there is physical or mental illness
- Where there is peer pressure / bullying concerns
- Where there is known or suspected drug or alcohol misuse
- Where there is known or suspected domestic violence

For any young person on the Child Protection Register, immediate contact with Social Work Department should be made by the DHT Pupil Support / PT Pastoral Support to determine the next steps. Immediate attempts should be made to contact the family and professional judgement should be made on explanation for the absence. If staff remain concerned or no contact has been established, Home link, the Inclusion Support Assistant or Social Work may need to make a home visit that day. All actions must be recorded on the pupil's CP chronology file.

If Home link carry out the visit and there is no clear sight of the young person, social work must be informed by the DHT Pupil Support or police notified if appropriate.





# 2024 ATTENDANCE POLICY

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This policy will be reviewed April 2027.