



ATTENDANCE POLICY

GUIDE FOR PARENTS AND CARERS

#EVERYSCHOOLDAYCOUNTS





INTRODUCTION

Regular school attendance is important for your child's learning, wellbeing, and future success. The Scottish Borders School Attendance Policy has been updated to better support Children and Young People and families. This guide explains the key points of the policy and how we can work together to promote good attendance.

WHY ATTENDANCE MATTERS

- Attendance is crucial for your child's attainment, achievement, social development, and wellbeing.
- Missing school regularly can negatively impact your child's learning and progress leading to lower exam results and fewer qualifications
- A child with 95% attendance across a whole school year will miss around 60 lessons. A child with 85% attendance will miss around 250 lessons.
- The policy aims to support all Children and Young People to attend school regularly and to address any barriers to attendance.
- An attendance rate of 95% or above is considered good attendance.

Research shows that an attendance rate of below 90% (missing 19 school days or more a year), can have a serious detrimental effect on children and young people's learning and progress.

PROMOTING GOOD ATTENDANCE

- Schools will work to create nurturing, inclusive environments that encourage good attendance.
- Support will be provided to meet Children and Young Peoples learning needs, including additional support for learning where needed.
- Schools will regularly communicate with parents/carers and work in partnership to promote good attendance.
- A range of flexible learning options may be used to support attendance, such as build-up timetables.

*My school makes me feel important and welcome. I want to come to school."
(Primary School Child)*

ATTENDANCE PROCEDURES

- Schools will record and monitor attendance regularly.
- If attendance concerns arise, schools will follow a staged intervention process to provide support.
- This may involve meetings with you and your child, implementing support plans, and involving other services as needed.
- In cases of ongoing non-attendance, a school can seek further advice and actions. This can be done through referrals to multi-agency partners or asking parents to attend a Cluster Attendance Panel (CAP) to agree on further actions.

*The school is always happy to talk to me about when my daughter is not coming to school; I get a call as soon as she's not coming to school to discuss why she's struggling to come in."
(Secondary school parent)*

YOUR ROLE

As a parent/carer, you are responsible for ensuring your child attends school regularly. You should:

- Encourage and support your child to attend school regularly.
- Inform the school if your child will be absent and the reason why.
- Work with the school to address any attendance concerns and engage with support offered.
- Attend meetings about your child's attendance when requested.

SUPPORT FOR FAMILIES

We understand that there can be many reasons why a child may struggle with attendance. Support is available to help families overcome barriers, which may include:

- Meetings with school staff to discuss concerns and agree on solutions.
- Additional educational support or flexible learning arrangements for your child.
- Support from other services such as health, social work, or children service's partners as needed.
- Information and advice on promoting good attendance habits at home.

If there is something worrying me, my teacher can speak to my parents to help fix the problem." (Primary School Child)

COMMUNICATION AND INVOLVEMENT

- The policy emphasises the importance of regular communication between schools and families about attendance.
- You are encouraged to contact the school if you have any concerns about your child's attendance or wellbeing.
- Schools will inform you if they have concerns about your child's attendance and involve you in planning support.
- You and your child's views will be valued and taken into account.

Keep open communication with me about my child's attendance and raise any issues early." (Primary school parent)

FOR MORE INFORMATION

- The full Attendance Policy is available on the [Scottish Borders Council website](#).
- If you have any questions or concerns about your child's attendance or require any further advice, please contact the school in the first instance.

Remember, we are here to work in partnership with you to support your child's attendance and ensure they can benefit fully from their education. #EverySchoolDayCounts

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