



Achieving Excellence
Together

CARRICK KNOWE PRIMARY SCHOOL
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Gail Canning
Head Teacher



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Dear Parents/Carers,

Attendance

All schools across the City of Edinburgh are working on improving the attendance of all pupils. Children can only learn if they are in school, and absences can have a significant impact on their progress in learning. We are well aware that some absences cannot be avoided and are understanding of this.

An updated 'Attendance and Absence Policy & Procedure' document is available on our website for your information. In addition, I have attached a flowchart which outlines our processes and procedures here in school when a child is absent without explanation. This process also ensures the safety of our children.

For information I have attached the 'Every Day Counts' chart which is usually sent out with the end of year reports indicating the effect poor attendance can have on your child's learning and social relationships in school.

If you have any questions or require support in ensuring your child maintains good attendance in school, please do contact either myself or Ms Doig, our Home School Link Worker.

Kind regards,

Gail Canning
Headteacher



Unexplained Pupil Absence
in Carrick Knowe Primary School
Information for Parents/Carers



Absence from school, whatever the cause, disrupts learning. There is a direct correlation between good attendance and positive outcomes for children with regards to progress in learning and social relationships. As a fundamental 'right' all children and young people should have the opportunity to be included, engaged and involved in their learning and to participate fully in the life of their school. Pupil attendance should remain consistently at 95% or above.

- Each morning and afternoon of any day the school is open to pupils, school staff complete the electronic register on SEEMIS. **It is extremely important that parents/carers alert the school to pupil absence as soon as possible. You can phone school on 0131 334 4505 at any time to do so. A voice message will take you through the instructions to report pupil absence even when staff are not in school to answer the phone.**
- If a child is absent from school and we do not have a reason for this (parent/carer phone call/prior knowledge of an appointment etc) the following process will be followed.

Step 1

Angela Watson, our School Support Assistant (SSA) will call the parent/carer.

Step 2

If there is no response from the parents/carers, the SSA will call the other contacts you have provided us with.

Step 3

If we remain concerned about attendance, Laura Doig our Home School Link Worker, will attempt to contact the parent/carer by phone, text message or email. She **may** also visit the home address.

Step 4

If we are concerned about your child's welfare, we may contact Social Care Direct

If your child's attendance falls below the required level, we may ask the Education Welfare Officer (EWO) to become involved. We can then work together to identify any supports we can offer to help

improve attendance

ATTENDANCE PERCENTAGES CAN BE MISLEADING

CONSIDER THE FOLLOWING:

%		SCHOOL DAYS MISSED	OUTLOOK FOR YOUR CHILD
100%	Excellent	0 Days	Gives your child the best chance of success
95%	Good	9 days (1 week and 4 days)	
90%	Below average	19 days (4 weeks and 4 days)	Starts to become harder for your child to progress
85%	Unsatisfactory	27 days (5 weeks and 3 days)	<u>SERIOUS IMPLICATIONS</u> Harder to make and maintain friendships Becomes difficult to catch up with work A child with below 85% attendance can be referred to the Education Welfare Service
80%		36 days (7 weeks and 3 days) <u>*HALF A TERM MISSED*</u>	
70%	Unacceptable	57 days 11 weeks and 2 days) <u>*1 WHOLE TERM MISSED*</u>	<u>VERY SERIOUS IMPLICATIONS</u> Extremely difficult to catch up with work. Increased risk of social isolation Child unlikely to have a positive view of education Becomes harder to succeed in mainstream education; unlikely to gain qualifications, resulting in a difficult transition to positive destination (employment, further education) Extremely likely to impact on confidence, self-esteem and mental health Risk of legal action against parent/carer which may result in prosecution