

United Nations Convention on the Rights of the Child  
Article 23: A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. Governments must do all they can to provide free care and assistance to children with disability.



**Clydebank High School**  
**POLICIES & PROCEDURES**  
**PP3.3 : Attendance Policy**



WDC Policies & Procedures:	PP5.7 : Policy On Registration & Attendance
National Priorities:	NP1
How Good Is Our School?	5.8 : Care, Welfare & Development
SMT Responsible:	Sarah Grumball (DHT)
Policy Implemented:	August 2008
Policy Due For Review:	Session 2011/12



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## **Promoting Positive Attendance**

Good attendance is central to Clydebank High School's aim to help young people to become confident individuals, effective contributors, responsible citizens and successful learners.

Clydebank High School is pro-active in promoting good attendance from all her young people by:

- regularly emphasising the importance of attendance in terms of individual development and progress.
- praising and rewarding good attendance or improved attendance.
- having a positive, inclusive ethos which encourages pupils to participate actively in school activities.
- monitoring closely and responding quickly to non-attendance.

Parents/carers have a legal responsibility to ensure their son/daughter attends school until he/she reaches school leaving age. The Corporate Parent has this responsibility for Looked After and Accommodated young people. Clydebank High School involves parents/carers by:

- giving information in the school handbook on pupil absence statistics.
- issuing regularly updates on the importance of attendance in terms of attainment, personal development and health and safety.
- having clear information about the procedures in place to monitor and support attendance.
- providing opportunities to share concerns about attendance difficulties and receive support at an early stage.

## **Maintenance of School Registers**

Clydebank High School must be in a position to account for those present within the campus at any given time. The Head Teacher is required to ensure that the following are maintained and up to date:

- a register of admissions to, and withdrawal from, school.
- a daily register containing the name of all young people admitted to school which records half day attendance and absence.
- a note of any unauthorised absence from individual classes during the school day.
- a summary register that will provide information on attendance for inclusion in the school handbook and returns required by the local authority.
- documentation on individual young people's attendance as may be required by the Director of Education for statutory and other purposes.

During exceptional circumstances where a school is closed for a whole day, the number of openings will be reduced accordingly. Where only a minority of young people are in attendance for the whole or any part of the day, the school will be regarded as closed. Where it is possible to provide education for the majority of young people, the school will be regarded as open and young people who cannot be accommodated should be given credit for attendance.

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## **Criteria for Attendance**

Attendance is defined as participation in a programme of educational activities arranged and agreed by the school, including:

- attendance at Clydebank High.
- learning out with school provided by a college, off-site unit or other learning provider while still on the school roll - any absence from such a provider should be recorded and the school notified.
- work experience.
- educational visits, day and residential visits.
- interviews and visits relating to further and higher education or careers events.
- debates, sports, musical or drama activities in conjunction with the school.
- study leave for young people participating in preliminary and national exams.
- receiving tuition via hospital or outreach teaching service.
- activities in connection with psychological services, learning or behaviour support.

## **Authorised Absence**

Clydebank High will authorise absence when there is a legitimate reason for a young person being absent. The legitimate reason will usually be provided by the parent/carer or other service provider via a note, email or telephone call.

For example:

- sickness with no learning provision (usually when the young person is at home).
- sickness with learning provision (if this period lasts for more than 15 days, the school should alert the Inclusion Officer and, if appropriate, consider home tuition).
- meetings prior to court and within court.
- attendance at, or in connection with, a Children's Hearing, Care Review or appointment with another service provider e.g. social work.
- exceptional domestic circumstances.
- religious observance.
- bereavement.
- weddings or funerals of those close to the family.
- arranged absence in relation to children of Gypsy/Traveller families.
- participation in non-school debates, sports, musical or drama activities agreed by the school.
- family holidays, but only as agreed by the school in exceptional circumstances.
- exclusion (recorded in a separate category).
- lack of transport – including due to bad weather.
- school medical or dental examination.
- medical or dental treatment.

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## **Unauthorised Absence**

Clydebank High will record absence as unauthorised when there is no satisfactory reason provided. Such absence is likely to include:

- most family holidays, unless there are exceptional circumstances.
- parent/carer-condoned absence where the school does not agree there is a legitimate reason for absence.
- truancy with or without the knowledge of the parent.
- all other unexplained absence unless a satisfactory explanation is subsequently provided.
- longer term exceptional domestic carer circumstances where support has been provided.

Pupils who regularly miss school are more likely to become involved with anti-social or criminal behaviour

## **Action when an absence is noted**

Register teachers:

- will be issued with a register file.
- should make sure that the register folder is collected from outside the Pupil Support area and returned every day.
- should accurately record attendance during morning registration.
- where appropriate, should collect absence notes from young people on the day they return to school after an absence – if no note is forthcoming, the appropriate Pastoral Care teacher should be informed.
- ensure that all notes are dated and signed by the parent/carer and then sign it themselves. Notes are forwarded and held in the Pastoral Care Base.
- should have a supply of self certificates for young people who are in receipt of an EMA.

*Accurate attendance is essential and can be used by The Reporter to the Panel and the Sheriff in referrals*

Class teachers should:

- accurately record attendance every period.
- use Period Registration Absences form (pink) when Click & Go cannot be accessed.
- note comments made by other young people about absentees and, if relevant, pass to the appropriate Pastoral Care teacher.

Administrative staff should:

- record and pass to the appropriate Pastoral Care teacher information received via a telephone call, email or personal visit to the school about a young person's absence.
- record the name and class of all young people requesting a Pass Out, provide the Pass Out and enter information onto Click & Go.
- initiate Truancy Call for those young people who are not in school on the 5 agreed times.
- provide a weekly printout of attendance for register teachers (issued on a Monday).

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Pastoral Care Teacher should:

- visit as many of their register classes as possible every morning and note any concerns.
- after checking anomalies on Click & Go and listing of calls or visits by parents to the school (about absence), assess what further action is required and the implications for additional support to resolve any difficulties.
- Young people who are Looked After, Looked After and Accommodated or highly vulnerable should have their absence followed up as quickly as possible.
- provide Pupil & Family Support with a list of young people whose parent/carer should be contacted when they are absent from school.
- where appropriate, ask Pupil and Family Support to undertake a home visit.
- initiate letters to advise parents/carers when attendance falls below a threshold.
- if a young person has been absent for 2 weeks without a reason and no-one from the school has seen the pupil, then a referral should be made to the appropriate DHT about reporting that pupil 'missing in education'.

Depute Head Teachers should:

- discuss attendance at House meetings regularly and agree appropriate action
- if appropriate call a Maximising Attendance Meeting for both parent/carer and young person.
- if appropriate, write to parent/carer of a young person who has been absent from school without cause and inform them of the 'missing in education' procedures.

Planned visits/trips

- All staff who organise a trip or school activity which involves young people not being in class, must ensure that the office is given prior notice in order to mark attendance accordingly.

EMAs

- Young people who receive an EMA sign a Learning Agreement whereby they agree to maintain 100% attendance and punctuality - this is monitored weekly and it is essential that their attendance and time keeping is recorded accurately every period
- Young people who receive an EMA must submit their self certificate directly to the EMA co-ordinator.

### **Steps of Attendance Intervention**

When Pastoral Care teachers have established that a young person's absence from school is without good reason, the following incremental steps should be followed:

Step 1 Parents are informed of Attendance Record

- Where attendance is a cause for concern and falls below 90% within 6 weeks, or earlier if appropriate, parent/carer should be contacted (Letter 1) and given clear information about their son/daughter's attendance record,
- Situation discussed and subsequent action/support agreed.
- Situation monitored and if need be Pupil and Family Support should become involved,.

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### Step 2 Maximising Attendance Meeting

- If there is no sustained improvement in attendance within 4 weeks of issue of Letter 1, or no improvement at all within 2 weeks of issue of Letter 1, parent/carer to be invited to attend a Maximising Attendance meeting in school (Letter 2a).
- This meeting will involve a member of the SMT and other staff as appropriate and will try and establish the cause of the problem,
- If it emerges that the absence is due to additional support needs, then West Dunbartonshire's Staged Intervention process should be followed.
- Should the parent/carer fail to attend the Maximising Attendance meeting, Step 3 procedures will be followed (Letter 2b).

### Step 3 Multi-agency Planning

- If there is no sustained improvement in attendance within 4 weeks of issue of Letter 2a, or no improvement at all within 2 weeks of issue of Letter 2a, parent/carer should be contacted and procedures put in place to involve other agencies (Letter 3a).
- Referral from House to school JAT.
- If parent/carer withholds consent for a referral to the JAT, a referral should be made to the Children's Reporter (Letter 3b).

### Step 4 Referral to Attendance Review Committee

- Appropriate paperwork to be submitted to Chair of the Attendance Review Committee.
- Parent/carer will be called to an Attendance Review Committee if there is no improvement in attendance or they fail to co-operate with Letter 4.

## **Attendance Review Committee**

This committee may:

- take no further action.
- continue the case for 4/8 weeks.
- refer the pupil for a medical examination to the School Nursing Service.
- refer the pupil to the Children's Reporter.
- issue an Attendance Order.

**For more information please refer to PP5.7 School Registration/Attendance**

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Our ref: PC/C&G/WDC Att L1

Date:

Dear

**Re : Child Known As Surname - Reg Class**

Clydebank High School attaches great importance to good attendance and timekeeping. We are aware that most parents/carers share this attitude and give us their support.

It is possible that you do not know the extent of Child Known as 's absences and late comings recorded below. I ask that you contact the school to discuss the situation with me. If there are particular problems in Child Known as 's case, please bring them to my attention.

Yours sincerely

Principal Teacher of Pastoral Care

Absences to date:

Possible attendance -

Attendance % -

No. of times late -

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Our ref: PC/C&G/WDC Att L2a

Date:

Dear

**Re : Child Known As Surname - Reg Class**

Given the close link between attendance and progress in school, Child Known as's attendance record continues to be a cause for concern. The enclosed record falls well below what is required.

I would like to invite you to a maximising attendance meeting at \_\_\_\_\_ on \_\_\_\_\_ . The aim of this meeting is to explore more fully the reason(s) for Child Known as 's non-attendance and to identify any strategies we can put in place to support improved attendance at school.

Please telephone to arrange another time if the one above does not suit you.

I look forward to seeing you.

Yours sincerely

Depute Head Teacher

cc - P.T Pastoral Care

Absences to date:

Possible attendance -

Attendance % -

No. of times late -

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Our ref: PC/C&G/WDC Att L2b

Date:

Dear

**Re : Child Known As Surname - Reg Class**

My recent letter to you described my concerns about Child Known as 's attendance record. As you failed to attend the maximising attendance meeting on \_\_\_\_\_ and did not contact me to arrange a more suitable time, I must now move on to the next step to identify ways of supporting Child Known as to improve attendance in school.

I propose to refer to the school's Joint Agency Team where representatives from psychological services, social work department and health, as well as school staff, will agree a plan to support Child Known as to attend school.

Child Known As's Pastoral Care teacher will contact you to seek your agreement to this referral and thereafter to arrange a meeting to discuss Child Known As 's support plan.

The purpose of the support plan is to enable Child Known As to attend school regularly in order to learn and make the best possible preparation for future life.

Yours sincerely

Depute Head Teacher

cc - P.T Pastoral Care

Absences to date:

Possible attendance -

Attendance % -

No. of times late -

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Our ref: PC/C&G/WDC Att L3a

Date:

Dear

**Re : Child Known As Surname - Reg Class**

The attendance record below indicates that there has been little or no improvement in Child Known As 's attendance at school since the maximising attendance meeting. The agreed strategies put in place to support Child Known As, have had no effect. As a result, I now propose that Child Known As is referred to the school's Joint Agency Team, where representatives from psychological services, social work department and health, as well as school staff, will agree a plan to help support Child Known as to attend school.

Child Known As 's Pastoral Care Teacher will contact you to seek your agreement to this referral and thereafter to arrange a meeting to discuss Child Known as 's support plan.

The purpose of the support plan is to enable Child Known As to attend school regularly in order to learn and make educational progress.

Yours sincerely

Depute Head Teacher

cc - P.T Pastoral Care

Absences to date:

Possible attendance -

Attendance % -

No. of times late -

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Our ref: PC/C&G/WDC Att L3b

Date:

Dear

**Re : Child Known As Surname - Reg Class**

My recent letter to you described my concerns about Child Known as 's attendance record and my proposal to refer Child Known As to the Joint Agency Team. As you are not in agreement with this referral, I must now refer Child Known As to the Children's Reporter.

In due course, you may be contacted by the Reporter giving details of how he/she intends to proceed.

Yours sincerely

Depute Head Teacher

cc - P.T Pastoral Care

Absences to date:

Possible attendance -

Attendance % -

No. of times late -

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Our ref: PC/C&G/WDC Att L4

Date:

Dear

**Re : Child Known As Surname - Reg Class**

The previously agreed support plan has not led to sufficient improvement in Child Known As 's attendance. As a result, the Joint Agency Team has decided to make a referral to the West Dunbartonshire's Attendance Review Committee. The purpose of the referral is to allow you an opportunity to explain Child Known As 's non-attendance at school before it is decided whether further action is required.

This Attendance Review Committee can take the following actions:

- continue the case for 4/8 weeks to determine if the young person attends school regularly
- refer the young person to the School Nursing Service for a medical examination.
- refer the young person to the Children's Reporter.
- issue an Attendance Order.

In due course you will receive a letter giving the time and date of the Attendance Review Committee Hearing. If you or your representative do not attend, the Attendance Review Committee will make a decision in your absence and inform you by letter of the action to be taken.

Yours sincerely

JAT Co-ordinator

cc - P.T Pastoral Care

Absences to date:

Possible attendance -

Attendance % -

Nos of times late -

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Our ref: PC/C&G/WDC Att L5

Date:

Dear

**Re : Child Known As Surname - Reg Class**

Child Known As has been referred to West Dunbartonshire's Attendance Review Committee by Clydebank High School's Joint Agency Team.

You are invited to attend this meeting where you will be asked to explain Child Known As 's continued non-attendance at school. If you wish, you may bring someone to support you.

A letter will follow from the chair of the Attendance Review Committee informing you of the time, date and place of the meeting.

Failure to attend this meeting or to provide a reasonable excuse will mean that a decision will be made in your absence. You will be informed, by letter, of the action to be taken.

Yours sincerely

Head Teacher

cc - P.T Pastoral Car

Absences to date:

Possible attendance -

Attendance % -

No. of times late -

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Our ref: PCT/C&G/Att6/rs

Date:

Dear

**Re: Child Known As Surname - Reg Class**

Child Known As has had an absence from school. As no explanation has been provided, we are concerned that you may not be aware of the absence(s) listed below.

We require an explanation of the absence(s) otherwise they will be recorded as unauthorised i.e. truancy. Please complete the tear off slip below and return it to Child Known As 's Pastoral Care Teacher. If you have no knowledge of this absence, please contact me as soon as possible to discuss the situation.

Yours sincerely

P.T Pastoral Care

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*Please tear-off and return to - P.T Pastoral Care Teacher*

Ref: Att6 issued

Name of pupil:..... Class:.....

Date(s) of Absence:.....

Reason for Absence:.....

.....

Parent/Guardian Signature..... Date:.....

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Steps of Attendance Intervention

