

Respected, Included and Nurtured: Promoting Positive School Attendance at David Livingstone Memorial Primary School

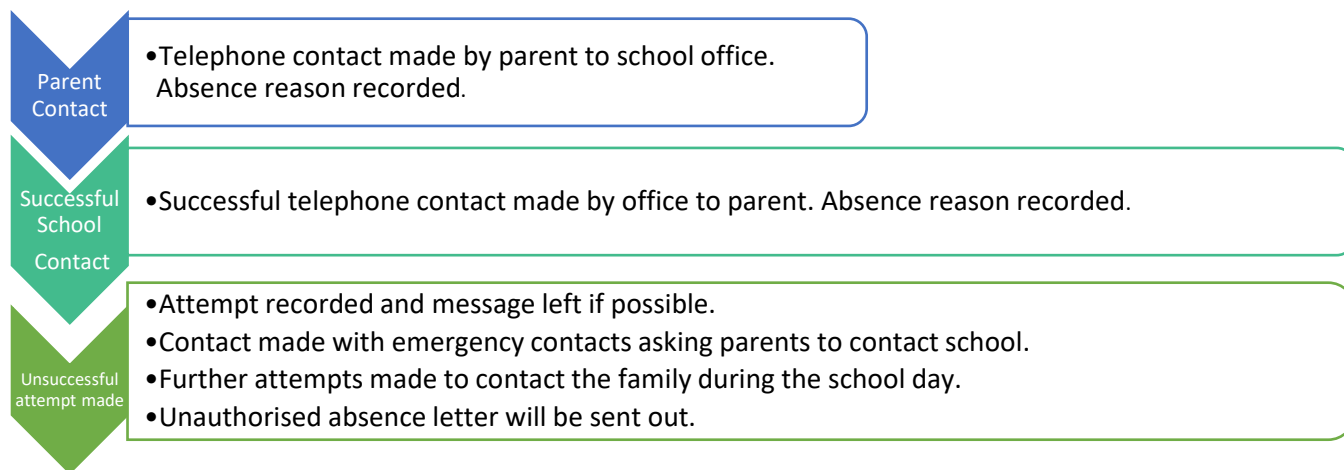


It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where children are unable to attend school parents are asked:

- To contact the school office if they know in advance of any reason why their child is likely to be absent from school.
- To notify the school first thing in the morning when a child is going to be absent, let the school know the likely date of return and keep them informed if the date changes.
- Update Parents Portal to inform the school of any change to the following:
 - home telephone number
 - mobile number
 - emergency contact details

Daily Attendance

Pupil attendance is monitored daily at David Livingstone Memorial Primary School. The office staff send an automated text and then make telephone contact on a daily basis to parents / carers if a pupil is absent from school. Where no personal contact is made further attempts will be made during the school day, via telephone, text and email.



Green: All pupils with attendance of 95% plus are considered to be on track. The pupils are benefitting from regular attendance at school and no further action needs to be taken.

Amber: All pupils with attendance of 85-94% are considered to be at risk of attendance becoming a barrier to attainment and achievement. The link member of the Senior Leadership Team will monitor pupil attendance and make contact on a weekly basis.

Red: Attendance is considered to be a barrier to attainment and achievement for all pupils attending less than 85%. An Attendance Support Plan will be implemented. The link member of the Senior Leadership Team will monitor pupil attendance and make contact on a weekly basis.

Monthly Attendance

Attendance at school is monitored monthly by SLT for all pupils attending David Livingstone Memorial Primary School.

90% +	<ul style="list-style-type: none">• Class teacher encourages ongoing positive attendance at school.• Good attendance highlighted at weekly assemblies
80-89%	<ul style="list-style-type: none">• Amber Alert: Member of SLT contacts home to discuss attendance and any possible barriers to attendance.
Below 80%	<ol style="list-style-type: none">1. Planning meeting with member of SLT, parent and pupil to create attendance support plan.2. SLT monitors and encourages attendance at school and ensure Attendance Support Plan is implemented.3. If attendance is persistently below 80%, HT letter will be issued via post to invite parent to multi-agency planning meeting to discuss all supports available (inc. SW, SCRA). Previous attendance support plans are reviewed.

Attendance Support Plan

This section should be used where there are concerns about a child's or young person's attendance at school.

Name of Young Person: _____ Date of Plan: _____	
Identification of Risk – Potential Triggers	
Transportation	<ul style="list-style-type: none">• Difficulty getting organised in time for transport• Difficulties with other young people sharing vehicle• Difficulties with transport company / driver•
Feeling safe in school	<ul style="list-style-type: none">• Anxiety about being away from caregiver• Anxiety about travelling to school in area (gang related)• Anxiety about other pupils' behaviour (school doesn't feel safe)•
Health	<ul style="list-style-type: none">• Ongoing physical/ mental health issue supported by GP• Substance misuse• Poor sleep routines•
Learning	<ul style="list-style-type: none">• Difficulty settling to learn• Anxiety about academic levels / performance• Difficulty engaging with/ accepting direction from members of staff•
Home	<ul style="list-style-type: none">• Caring for family members (parent/sibling)• Transitional home placements (Homelessness/LAC)• Concern for safety of family member (domestic abuse/medical/substance misuse)•
Social	<ul style="list-style-type: none">• Difficulties with peers (social communication / gang related)• Discrimination related issue (racism/sectarianism/gender)• Lack of confidence in academic ability

Getting it Right for Every Child	Whereabouts unknown during school day		Police Concern during school day		Child Protection Register		Looked After Pupil	
Adverse Outcomes likely as a result of low attendance at school								
Risk Reduction Planning								
Agreed Intervention Strategies	Implemented By			Success Criteria		Monitored By		
Agreed by: _____ (Pupil) _____ (Key Teacher) _____ (Parent / Guardian) Agreement Date: Review Date:								

