

Largs Academy



ATTENDANCE PROCEDURES

2025-26

**Included, Engaged &
Involved**

Information for Staff

“Children and young people are more likely to be motivated to attend school when they feel fully included and engaged in the wider life of the school. Families are also likely to encourage full attendance where they feel part of the school community and where schools work alongside them as equal partners. Promoting good attendance is a multifaceted task that requires schools to promote positive relationships within an inclusive ethos and culture. Schools should engage positively with parents to ensure good learning, teaching and assessment with a key focus on supporting additional support needs. They should also work with community partners to ensure that children and young people and their families are supported. Pastoral care staff also play a key role in supporting good attendance.” (IEI, Part 1)

- *Office: (**Margaret Mills**-Monday- Wednesday) & **Lauren Wilson** (Thurs & Friday).

Register Teachers

- Register should be taken promptly at the start of registration.
- If there are any issues with SEEMiS, a paper register should be completed and returned to the office* at the end of registration.
- The code should be changed accordingly for any pupil who arrives late to registration- **9.05am onwards**.
- For pupils who have been absent the previous day but are now present, the code **must** be changed to present (if the code is not changed it will carry forward).
- Absence notes are **not** required. Parent will communicate via phone call or text message. PT's Pastoral Support/Pastoral Support teachers will follow up on attendance concern

Period by Period Registration

- The class teacher should complete the register **within the first 10 minutes** of the lesson.
- If there are any issues with SEEMiS, a list of absentees should be sent to the office* as early as possible during the lesson. If you have a phone in your room then call the office*.
- If a pupil is marked absent but arrives late to class, the code should be changed as soon as they arrive into class. **From TBC to Late**
 - If there are any discrepancies (i.e. if a pupil has been present the previous period but is not present in your class – this would be indicated by a blank box on your register) these must be reported. A clearly headed email to Year Team & office* should be completed for any pupil who is missing from your class but was present in their previous class. Year Team will investigate and appropriate sanction will be provided. Please consider our Vulnerable pupil list as Year Team/ Office* must be contacted immediately if VP fails to attend your class.
- If a pupil is present in class but has a code next to their name (such as PER or SCH) notify the office* who will change this on SEEMiS. The above procedures also apply to cover teachers when you access the class teachers register.

Pupils out of Class for Educational Reason (trip/Extended Outreach/vocational course/modified timetable)

- Any long-term arrangements, e.g. Extended Outreach, extended work experience placements, vocational options, modified timetables, should be communicated to the office* as soon as effective with an indication of the duration. Any changes to arrangements must be communicated to the office as soon as possible.
- Pupils who have allocated periods in the Pupil Support Base or Inclusion Room should be registered by Pupil Support staff and any discrepancies dealt with in accordance with normal procedures.

PT's Pastoral Support/Pastoral Support teachers

- PTs Pastoral Support/Pastoral Support teachers will visit register areas each morning to check attendance issues and liaise with register teachers (investigate pupils who have been absent / follow up pupils who are persistently late for registration or miss registration).
- PTs Pastoral Support/Pastoral Support teachers will review discrepancy reports from office* and follow up with pupils/parents as appropriate.
- PTs Pastoral Support/Pastoral Support teachers will identify vulnerable pupil list and communicate to all staff.
- PTs Pastoral Support to include attendance focus during BGE PSE lessons & Assemblies.
- Attendance of all pupils will be monitored in accordance with Largs Academy attendance procedures. At the end of August, all parents/cares will receive an attendance letter outlining the schools' standards and expectations. Thereafter, attendance will be monitored on a monthly basis, resulting in the following interventions: (subject to professional judgement of PTs Pastoral Support/Pastoral Support and Year Heads)

Trigger	Action	Possible Outcome
Under 90% over 1 month- letter 1	Letter to parent/carer to raise awareness.	Actions identified to support improvement-feedback on Microsoft form .
Under 90% for a 2 nd month- letter 2	Phone call from parent/carer with PT Pastoral Support/Pastoral Support teacher.	Review of previous actions; need for further support explored – further feedback from Microsoft form .
Under 90% for a 3 rd month- letter 3	Meeting with PT Pastoral Support/Pastoral support teacher.	Further interventions including support from other agencies explored
Under 90% for a 4 th month- letter 4	Meeting with Year Head.	Further interventions including possible referral to Social Services.

Faculty Leaders

- Ensure school attendance procedures are followed by all staff in the faculty.
- Discuss incomplete registers with appropriate staff if the office* has made repeated phone reminders.
- Liaise with PTs Pastoral Support/Pastoral Support teachers and Year Heads regarding impact of non-attendance on attainment of particular pupils.
- Use referral system to detail ongoing concerns regarding attendance in your faculty.

Year Heads

- C Frew to liaise with the office* and follow-up on incomplete registers & send out weekly incomplete SEEMiS reports to staff.
- Year Heads to work with PTs Pastoral Support/Pastoral Support teachers to address attendance issues of pupils in their year group (year teams will receive attendance updates at the end of each 4-week monitoring period and meet PTs Pastoral Support/Pastoral Support teachers to discuss concerns and progress towards previously agreed actions).
- Year Teams will celebrate 95% and above during termly assemblies with Headteacher.
- Child Protection concerns related to attendance to be addressed by C Frew.

Office*

- Paper registers to be transferred to SEEMiS.
- Information on SEEMiS to be updated resulting from parental contact re absence.
- Attendance text messages to be sent to parents/carers by morning interval & also after lunchtime.
- Changes to attendance codes to be made as instructed by staff.
- Year Team to be alerted if pupil on Vulnerable list is reported missing from class.
- Daily discrepancies report to be issued to Year Teams.
- Incomplete registers to be reported to C Frew.
- Permission slips to be issued to pupils for appointments etc.

Further Information

Letter to all in August,

Good attendance and punctuality are a priority for us at Largs Academy. We share parents and carers views in wanting the best for your child and we are looking forward to working in partnership with you.

Your efforts, working in partnership with us will ensure that your child will have the best chance to achieve their academic potential and have a real opportunity in further education and the world of work. It will also enable your child to:

- Access the lessons needed to achieve their expected grades
- Maintain friendships and develop new ones
- Have access to social and sporting events offered by the school
- Explore potential life skills
- Develop world habits such as good punctuality which are essential to thrive in the world of employment.

We strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our school community. To support that, regular attendance will be key.

90% attendance may seem like an acceptable level of attendance, however in reality that means your child misses half a day of school every week, the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

We expect all pupils at Largs Academy to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost	¼ year learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost	½ year learning lost
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of learning lost	¾ year learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost	1-year learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost	1 ¼ years learning lost

Our attendance policy is available to read on our school website. This explains how we monitor attendance and follow up absence

Letter 1

Dear Parent/Carer,

The staff at Largs Academy want to help your child do their very best. There are a few basic things that you can do such as encouraging them to eat well, sleep well and, very importantly, to get to school every day, on time.

We have set a target of 90% attendance within a monthly period. In the last period your child's attendance was "PERCENTAGE" which is below this trigger level. See the enclosed attendance printout for your information.

I understand that there are a number of reasons why young people do not attend school and we want to support you and your child so that they can overcome any difficulties and achieve better attendance. If you have any questions arising from this letter and the accompanying print out, please feel free to complete the **Microsoft form** attached.

Letter 2

Dear Parent/Carer,

The staff at Largs Academy want to help your child do their very best. There are a few basic things that you can do such as encouraging them to eat well, sleep well and, very importantly, to get to school every day, on time.

We have set a target of 90% attendance within a monthly period. In the last period your child's attendance was "PERCENTAGE" which is below this trigger level. See the enclosed attendance printout for your information.

I understand that there are a number of reasons why young people do not attend school and we want to support you and your child so that they can overcome any difficulties and achieve better attendance. If you have any questions arising from this letter and the accompanying print out, please feel free to complete the **Microsoft form** attached.

I would ask that you complete the **Microsoft form** attached and I will then contact you to discuss further. I hope, that together, we can explore the reasons for your child's absences. The school will offer you and your child any support necessary to improve their attendance. We will be holding an attendance collaboration event in the school for parents/carers in November and we would appreciate it if you could come along to hear from our key partners that could provide further support where attendance is concerned.

Letter 3

Dear Parent/Carer,

Further to my letter and our subsequent conversations/and or meeting, I am writing to you as we remain concerned about NAME continued pattern of attendance.

In the last period ("DATES") your child's attendance was "PERCENTAGE". This is the third consecutive period during which your child's attendance has been below the 90% trigger level and this is causing the school serious concern for your child's future success. See the enclosed attendance printout for your information.

An appointment has been made for you and NAME to attend a meeting on (insert date and time of meeting). This will help us to identify solutions to support improvements in attendance and review the supports and targets we put in place previously. It is important for us to meet to have this discussion so that the situation does not continue to have an impact on (insert child / young person's name)'s learning and wellbeing. If the above date is not suitable for you, please call us at the school to reschedule the meeting.

Letter 4

Dear Parent/Carer,

Further to my letter and our subsequent conversations/and or meeting, I am writing to you as we continue to be concerned about NAME continued pattern of attendance.

In the last period ("DATES") your child's attendance was "PERCENTAGE". This is the fourth consecutive period during which your child's attendance has been below the 90% trigger level and this is causing the school serious concern for your child's future success. See the enclosed attendance printout for your information.

If following this meeting, there is no improvement we may consider advice and support from NAC Social Services and/or a referral to the Children's Reporter may be considered in accordance with The Education (Scotland) Act 1980.

The Education (Scotland) Act 1980 allows for an education authority to require a parent to provide an explanation for non-attendance, if it believes there is not a reasonable excuse for non-attendance (section 36). An appointment has been made for you (and your child) to meet with us on (insert date and time of meeting).

If the above date is not suitable for you, please call us at the school to reschedule the meeting. It is important for us to meet to have this discussion so that the situation does not continue to have an impact on (insert child / young person's name)'s learning and wellbeing.

Microsoft Form:

Largs Academy- Attendance Matters

Coming to school every day builds important habits for life and we are here to help you every step of the way. We want your child to be prepared as best they can for learning, life and work when they leave us and attendance has a direct correlation to this. Can you please use this form to help us help you get your child back into school.

1.Child's name.

Enter your answer

2.Year group & registration class.

Enter your answer

3.Child's Pastoral Support teacher.

Enter your answer

4.What are the current barriers to your child attending school?

Enter your answer

5.What can we do as a school to help with this?

Enter your answer

You can find further information regarding attendance on:

[Supporting Needs - Attendance - Attendance Matters Resources - All Documents](#)

[SECONDARY PARENTS Attendance Matters.pptx](#)

[Included, engaged and involved part 1: promoting and managing school attendance - gov.scot](#)

