



13 January 2021

## Update on Attendance and Late Coming Procedures

Dear Parent/Carer

I am writing to update you on current procedures to manage and support student attendance in school.

Good attendance at school is fundamental to young people achieving the qualifications that they are capable of and that allow them to move successfully on to their chosen career path. While it is inevitable, particularly in the circumstances we have found ourselves in since March 2020, that students may at times be absent for a variety of reasons, the cumulative effect of non-attendance can be extremely damaging.

**The following table shows the effects of time not in school.**

<b>100% Attendance</b>	0 days missed	Gives a student the best chance of success
<b>95% Attendance</b>	9 days of absence = 1 week and 4 days of learning missed	Gives a student a very high chance of success
<b>90% Attendance</b>	19 days of absence = 3 weeks and 4 days of learning missed	Less chance of success. Makes it harder to progress
<b>85% Attendance</b>	27 days of absence = 5 weeks and 3 days of learning missed, almost half a term	Serious implications on learning and progress 80
<b>80% Attendance</b>	36 days of absence = 7 weeks and 3 days of learning missed equals half a term	
<b>75% Attendance</b>	45 days of absence = 9 weeks and 1 day of learning missed = almost 1 whole term	

In order to support our students and families we have reviewed our procedures and we would like to highlight the following amendments:

- Registration teachers will check back on student attendance to the previous day(s) and follow up any classes that a student may have missed.
- Guidance staff are closely tracking non-attendance with House Heads and actively looking at what supports can be put in place to support students to improve attendance.
- If students are missing from class, Parent/Carers will be contacted to alert them to this fact. This may be either a phone call or a Group Call message depending on the individual student and their circumstances.
- Attendance letters are sent fortnightly to request explanation for any outstanding unexplained absences.

In cases where a clear pattern of non-attendance is developing Guidance staff and House Heads will begin communication with home, initially by phone, but depending on subsequent attendance, then by letter and parents/carers will be invited to meet staff to agree support strategies.

### **Late-coming**

Many students do not always realise the impact of late-coming on learning. Punctuality is a basic requirement for any employer so it is important that students develop good habits in their timekeeping

The table below shows the effect of being just a bit late every day – a lot of learning time is lost!

<b>5 Minutes Late</b>	<b>3 days lost</b>
<b>10 Minutes late</b>	<b>6.5 days lost</b>
<b>15 Minutes late</b>	<b>10 days lost</b>
<b>20 Minutes late</b>	<b>13 days lost</b>
<b>25 Minutes late</b>	<b>19 days lost</b>

Due to the revised Scottish Government Covid Guidelines for Schools we have had to re-introduce the staggered timetable that operated until November 2021. As a result students in S1-S3 have a Registration period from 8.30am-8.40am.

**Please Note:**

The school doors will be open from 8.25am to allow S1-3 students to enter and be in class on time.

- Students arriving after 8.30am will be recorded as being late for school by their Registration teacher.
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- Students arriving after 8.40am

**Sanctions for late-coming**

- Students who come to school late twice or more in a school week will be placed on a 30 minute Time Back.
- These will take place at 3.30pm and will be on a Tuesday and Wednesday with a catch up on Friday for any students who miss the Time Back
- Parent/Carer will receive a Group Call notification giving 24 hours notice of the Time back.
- **If there is a genuine reason for a student being late please contact the school office and this will be taken into account and the record of the student amended with the correct reason.**

**Truancy**

Truancy is a serious safeguarding issue and can be extremely disruptive to learning.

- Guidance (or Senior Management) will contact home.
- A 1/2 hour Time Back will be issued. If parental permission is received this may be on the same day as the truancy occurred, otherwise it will be in the next time back slot.
- Students who repeatedly truant will be put on Monitor.
- Support will be offered to students and their parent/Carers and for students experiencing particular issues a Child's Planning Meeting (CPM) will be convened to agree supports required for the student to attend as required.

Our first concern is to make sure our students are where they are supposed to be and are safe.

We very much appreciate the continued support of parents and carers in our school community. If you have any concerns about your child's attendance or progress please do not hesitate to contact your child's Guidance Teacher via the School Office.

Kind regards

Diane Burgess  
DHT Student Support