

7.3 Attendance and Absence

We know that there is a clear link between attendance at school and pupil attainment; pupils who have gaps in their attendance can find aspects of school difficult. It is therefore important that parents, pupils and school staff work together to support attendance for all pupils. Parents have a responsibility to ensure that children attend school regularly. School staff have a responsibility to review attendance to identify patterns of non-attendance and to take appropriate steps to improve attendance.

*What to do if your child is absent from school
due to illness or exceptional family circumstances*

Please contact the school on the first day of absence by phoning 01334 659401/659402 or by emailing to madrascallege.enquiries@fife.gov.uk. It would be helpful to us if you could phone or email early in the morning; we have someone on duty from 8.00 am. If possible say how long you think your child may be absent for.

If a pupil is absent for three consecutive days and we have not heard from you, we will phone to find out the reason for the absence. If we have not had any contact from you and your child has been absent for 5 days our Attendance Support Worker may call at your home. If you phone us to let us know your child is absent, we know your child is safe.

When your child has been absent from school he/she must bring a note on return to school to confirm the reason for the absence. This note should be handed to the registration teacher during registration. If we do not receive an explanation for the absence we are obliged by the Scottish Government to record the absence as truancy.

This is an example of the type of note which is helpful to us.

Address
17th September 2012
Dear Mr Jones
My daughter, Josie Smith, 1P4, was absent from Monday 14th September until Wednesday 16th September as she had tonsillitis.
Yours sincerely
Elizabeth Smith (Mother)

BEHAVIOUR FOR LEARNING

Holidays in Term Time

Holidays in term time cannot normally be sanctioned by the school and will normally be classified as unauthorised absences.

We strongly recommend that you do not take your child out of school during term time. If there are exceptional circumstances and you do intend to holiday during term time then you must request permission in writing. Please address your request to Mr Jones, Rector.

What happens if your child is late for school?

Good time-keeping is an essential life skill and we support pupils to take responsibility for being on time.

If your child arrives in school after 8.55 am, he/she must report to Pupil Services and he/she will be registered as late and given a late slip.

If your child is late on several occasions then we will phone you to discuss and explore how we can work together to support improved punctuality.

Exeats

What happens if your child needs to go out of school during the school day?

Where possible please try to make appointments for times out-with the school day. If your child has a medical appointment or requires time out for a valid reason then please give your child a note or appointment card. The note or appointment card should be taken to Pupil Services and pupils will be issued with an exeat.

This is an example of the type of note which is helpful to us.

Address
17th September 2012
Dear Mr Jones
My son Adam Smith, 3C2, has a dental appointment on 18th September at 2.00 pm. He will need to leave school at 1.45 pm. I expect him to return to school at 3.00 pm.
Yours sincerely
John Smith (Father)

What should you do if you are worried about your child's attendance?

If you are worried about any aspect of your child's attendance then please contact your child's Guidance Teacher by telephoning the school office.

Our House Teams monitor attendance on a weekly basis and if we have concerns about attendance we will contact you to discuss the situation.

All pupils whose attendance falls below 75% will be reviewed by our school's Attendance Review Group. Where there are ongoing concerns parents will be invited to meet with the Attendance Review Group to plan for improving attendance.

What happens if my child truant?

If we become aware that a pupil has truanted, we will contact parents to discuss and explore support.

If you suspect that your child has truanted, then please contact your son/daughter's Guidance Teacher so that we can support you and your child.