

WDC EDUCATION SERVICES: NURTURED AND EMPOWERED TO MAKE A DIFFERENCE

ATTENDANCE IN LOST DAYS LEARNING

THE IMPACT OF LATE COMING



LOST DAYS OF LEARNING

0 days lost = 190 days learning (100%)
10 days lost = 180 days learning (95%)
47 days lost = 143 days learning (75%)

LOST DAYS OF LEARNING

5 minutes late = 3 days lost learning
15 minutes late = 10 days lost learning
25 minutes late = 19 days lost learning

WHAT CAN YOU DO?



BE AWARE THAT...

- 2 weeks holidays = 94% attendance
- 15 minutes late coming per day = 2 full weeks off a year

TRY TO

- Avoid a term time holiday
- Encourage a positive morning routine
- Participate in wider life of school with your child
- Work with the school when an issue arises to resolve the matter quickly

WDC Education Services:

Nurtured and empowered to make a difference.

Attending School:

Occasional absence may lead to gaps in learning, isolation from peer groups and/or missed experiences so we are keen to avoid this becoming the case. In partnership with you, we want to ensure that all pupils reach their full potential and maintaining high attendance is vital for this to happen.

Here is an outline of the different steps of the attendance procedure:

STEP 1:

Parents/carers are informed by letter if attendance falls below 90% within a 4 week period and invited to call the school to discuss the situation and establish supports.

STEP 2:

If there is little or no sustained improvement within the 4 weeks, parents/carers will be invited to attend a Maximising Attendance meeting with senior school staff to establish the reasons for the continuing low attendance. Should the parent/carer not attend the meeting **STEP 3** procedures will be followed.

STEP 3:

If there is little or no sustained improvement within 4 weeks, the case will be referred in the primary school for discussion at a Team Around The Child-meeting (TATC) and in the high school, the Joint Agency Team (JAT). If the parent/carer does not engage in this process, a professionals' meeting will take place at which point we will explore potential support from a Legal Attendance Order or from our partners at the Scottish Children's Reporter.

STEP 4:

Where attempts to improve attendance have been unsuccessful, it could result in an application of a Legal Attendance Order or referral to the

Children's Reporter in terms of Section 37 and 37 of the Education (Scotland) Act 1980 as agreed at the previous meeting.

Commonly asked questions and answers

Is a phone call enough to explain my child's absence?

On the morning of the first day of absence, you should call your child's school at your earliest convenience to explain the absence.

If there is no contact from home a text alert will be issued and possibly, a follow up call if no response to the text. Where there is no contact, this is recorded as an unauthorised absence.

Can I take my child on holiday in term-time?

The Scottish Government states that term time holidays should be classified as unauthorised absence. Only in exceptional family circumstances, such as a serious domestic crisis, will a family holiday be recorded as authorised absence.

If I send my child to school surely it's up to the school to make sure my child stays in school?

The law states parents/carers are responsible for making sure their child stays in school and attends classes.

What will happen if my child is referred to the Children's Reporter?

The Children's Reporter will write to you to tell you a referral has been made. The Children's Reporter will carry out investigations based on reports from a range of sources, such as school, Social Work Services and other agencies.

When investigations are completed the decision will be made whether or not to arrange a hearing, you will be informed in writing.

What will happen if I am issued with an Attendance Order?

An attendance order requires the parent to ensure the child attends the school which he or she has been attending or another local school (a school attended by children residing in the same neighbourhood as the child). An attendance order:

- Requires the parent to ensure the attendance of the child at a school named in the order.
- Requires that the views of the parent on which school should be named should be considered by the authority.
- May name a public school, or other school which is willing to receive the child. A school at which the parent will be required to pay fees will not be named within the order unless at the request of the parent.
- Shall not name a special school unless the child has additional support needs requiring the education or special facilities normally provided at the school.

A copy of the attendance order will be served upon the parent and will place them under a duty to ensure the child's regular attendance at the named school.

Further information can be obtained from

Enquire

www.enquire.org.uk

Scottish Government

www.scotland.gov.uk/Topics/Education

Education Scotland

<https://education.gov.scot/parentzone/learning-at-home/supporting-children-with-additional-support-needs/>

West Dunbartonshire Council

<https://www.west-dunbarton.gov.uk/schools-and-learning/schools/additional-support-for-pupils/>

Additional Support Needs Tribunal (ANST) for Scotland

www.asnscotland.gov.uk

Govan Law Centre

www.edlaw.org.uk

Additional Support Needs enquiries should be sent to:

education.centralregistry@west-dunbarton.gov.uk

- Christine Dunsmore DHT CSS
- Joanne Scott, Link CP Officer (Dumbarton & Vale of Leven)
- Tracy King, Link CP Officer (Clydebank)
- Claire Cusick, Senior Education Officer

Other formats

This document can be provided in large print, Braille, audio cassette, and can be translated into different languages.

Please contact: Corporate Communications, 16 Church Street, Dumbarton
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