



# Raising Attainment for All

As a school we would like learners to make the most of their education by attending school on a regular basis. Midlothian Council's expectation for all pupils attending primary school is 96% or higher across the authority. As a school we aim for all pupils to meet this minimum expectation. As a parent/carer you can help us with this, by ensuring your child attends regularly and punctually. We realise, however, that there will be occasions when your child is unable to attend school and also be late on occasion, but with your co-operation we can ensure that there is as little disruption as possible to your child's learning. It is also important and in the best interest of your child's safety and wellbeing to ensure that the school has up-to-date contact details and are informed of any changes as a matter of urgency.

## Attendance:

Parents/carers should inform the school if their child is absent from school and this should be done prior to 8.45am or at their earliest opportunity after this time. Parents/carers should also inform the school in advance of any planned absences such as Doctors/Hospital/Dental appointments or family holidays. After registration has been completed by the admin staff a text message for all absent pupils is generated to the parent/carer, this will then be followed-up by a phone call if there has been no response.

If your child fails to attend school and there is an unexplained absence of 2/3 days or more **Lee Grieve, Home School Practitioner** will then pursue an absence enquiry with the parent/carer. If no satisfactory explanation is received then or if the unexplained absence continues then it's at the discretion of the Head Teacher to send a letter to the child's home requesting a meeting with the parent/carer to discuss the situation and take positive steps to support/help improve their attendance.

## **If a child has 90% attendance they will have the equivalent of:**

- ½ a day off per week
- 19 days off per year
- Over 1 year of lost education over the 13 years of their school career

## Lateness:

Our school expectation is for all to arrive on time and enter the school via their class line each morning. All learners who arrive after the start of the morning should report to the main office where their lateness will be recorded. In cases of persistent lateness it may be necessary to take further action. In the first instance **Lee Grieve, Home School Practitioner** will make every effort to obtain the co-operation of the parent/carer to ensure the pupils punctuality, failing this the Head teacher will consider issuing a written invitation to the parent/carer to visit the school to discuss the matter and how we can best support and come to a positive solution to resolve the problem of lateness.

## **Over one academic year.....**

- 5 minutes late per day = 3 days lost
- 10 minutes late per day = 6 ½ days lost
- 15 minutes late per day = 10 days lost
- 20 minutes late per day = 13 days lost
- 30 minutes late per day = 19 days lost

***Better late than never.....but never late is better***

If you do have any concerns regarding attendance/lateness please do not hesitate to contact **Lee Grieve, Home School Practitioner** on 07990 136 849 or alternative at the school or by email at [lee.grieve@midlothian.gov.uk](mailto:lee.grieve@midlothian.gov.uk).

