



Roseburn Primary School

Roseburn Procedures on Attendance and Lateness

Updated September 21, reviewed September 24

We follow guidance in [CEC Attendance Policy](#).

Attendance Information for Parents

Absence

It is important for your child to attend school regularly. Schools are required to track and monitor attendance.

Please inform Kirsty Peters our school administrator via the **admin email** or **phone** if your child is **absent**, confirming the **reason for absence** by 9am. Depending on the nature of the absence you may need to phone on the second and consecutive days to confirm your child's absence.

If we have not heard from you, we will automatically contact you via a text message to make sure that your child is safe, if we do not get a response from the text message, we will phone you. If this is unsuccessful we will call the emergency contact for your child. If we still are unable to contact or find out the reason for absence a risk assessment is carried out. On the third day of no contact we involve other child care professionals e.g. Education Welfare Officer, and Pupil Support Officer.

We are required to record explanations for a child's absence. If there is no explanation the absence will be regarded as unauthorised. Please note "sick" or "unwell", is not sufficient information, whereas "high temperature, and sore throat" are.

If your child has a dentist or doctor's appointment, please inform the school by emailing the admin, phoning the school office or writing a short note to the class teacher.

Late Arrivals

Parents and carers should be aware that persistent lateness is very disruptive to the child's learning, and to the rest of the class. Parents should ensure that their child is delivered and collected on time. Lateness, as well as absence, is tracked and monitored. We realise that from time to time children may be late for a variety of reasons however should a pattern of lateness develop then parents will be contacted to remind them of the impact of this on their child's education.

Holidays

Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time. The Head Teacher can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with Mrs Borrowman Head Teacher before the holiday. If permission cannot be given before the holiday, it will be recorded as unauthorised absence. A holiday can be authorised by the Head



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Teacher if you can prove that work commitments make a family holiday impossible during school holiday times, and if the length of absence is less than ten days. Normally, your employer will need to provide evidence of your work commitments. Absence approved on this basis is regarded as authorised absence.

For any requests for extended absence over ten days, the **Absence Request Form for Exceptional Circumstances** should be completed, by the school and parents then emailed to the Education & Wellbeing Service: ewsmailbox@ea.edin.sch.uk

This will be reviewed and decision made to be recorded as **authorised** or **unauthorised** leave.

Exceptional Holiday Leave

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However, the Children and Families Department has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

Missed Learning

If you child is unwell and absent from school on their return school staff will support them to engage with any missed learning.

During a period of extended absence your child can continue with their class Termly Overview Grid, any reading for pleasure, and the HL Grids on our [school website](#).



Roseburn School Absence Procedure

