

# RSJB Weekly

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Date 14<sup>th</sup> May 2021

Dear Parents and carers,

School have followed Government guidance with regards to attendance over the last 14 months or so. However, as we emerge from the situation we have found ourselves in with regards to Covid, we need to ensure that we return in September with a renewed consideration for school attendance.

We will return in September 2021 with the following attendance procedures firmly back in place, this will include; 3 day absence home visits, phone calls, letters, meetings and finally the legal process.

**Lates Procedure** - After 5 lates you will receive a letter informing you of the process going forward.

**Absences Procedure** - Unreported absences will be followed up the same morning, calls and home visits may be made if no contact can be established. If your child's attendance drops below the government target then a proactive letter will be sent home. A plan can be discussed informally to ensure that attendance improves - support will be given to achieve this. If attendance drops below 90% then a letter will be sent to invite you to attend an ISAP meeting to discuss a way forward to support good attendance - this may be in the form of a simple plan, an 'Early Help' or a more formal referral to the Education Welfare Service. Time will be given to show an improvement in attendance.

If your child has been absent with an illness this will be authorised. However, medical proof may be required after the third day. Absence may not be authorised after this if evidence is not provided.

**Unauthorised Absence** - Can be for various reasons, such as; if you do not inform school of the reason for your child's absence, if we are unable to make contact or you have not provided proof of appointments. These are often the main reasons for an unauthorised mark. A proactive letter will be sent on the first 'unauthorised' session, at 5 unauthorised sessions you will receive a second letter stating the legal process and what will happen next, which is usually an invite to a meeting. If no improvement is made then at 8 unauthorised sessions a referral will be made to the Education Welfare Service and the legal process will begin.

As from 14<sup>th</sup> June 2021, if your child falls into any of the above attendance categories then monitoring will commence and continue until an improvement is made.

If you would like to discuss attendance further, you can contact me on the details below.

With kind regards and thanks

V. Goodyear and C. Macfarlane

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