

Our Attendance Guidance

All primary schools in Midlothian strive to achieve the local authority expectation for attendance of 96%. As a school we will continue to work hard to strive towards this for ALL learners this session.

As a school we have a suite of letters to contact families with regards to pupil attendance.

Letters are sent out to families when pupil attendance reaches the following levels:

Letter 1— below 95%

Letter 2— below 90%

Letter 3—below 85%

Contact may also be made with you via telephone by our Home School Practitioner, or a meeting may be arranged with the Home School Practitioner and a member of the school Leadership Team to see how we can support you in increasing your child's attendance in school.

Please note that family holidays are classed as unauthorised absences and letters will be generated as a result of this absence.

As a school it is vitally important that you tell us why your child is absent from school.

Our school office contacts families daily for a reason for pupil absence and it is really important that you provide this information. Our Home School Practitioner will follow up on any pupil absences where no reason is given.

Communication on Progress

As a school we aim to update you on our progress in reducing lateness and sharing our year group attendance figures on a termly basis.

We look forward to working with all of our families to support all of our learners in 'being the best we can be' through accessing as much learning as possible in our school.

Head Teacher:
Mrs L Walker

Depute Head Teacher:
Mrs A Dingwall

Depute Head Teacher:
Mr C Wilson

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Be the best we
can be!



Be the best we can be!

Attendance and Lateness Information August 21

Lateness Baseline Survey June 2021

In June 2021 our school undertook an exercise to monitor the number of minutes lost to learning by our learners arriving late to school each day.

This survey was taken to support us in moving forwards in Session 21.22 with a clear awareness of how lateness impacts on learning across the school, share this with our families and move forward in supporting our families in having our learners in school on time.

These times have been taken from the time that pupils arrived in at the school main entrance, and do not take into account the additional minutes it would take each child to walk to their classroom, take off their outdoor clothes and enter the classroom. The child would then have had to find out what was happening in the class, before starting with their learning. **This highlights that the time truly lost is much higher than indicated below!**

Please note that any pupil who was attending a medical appointment or was late due to COVID -19 guidance has not been included in these lateness figures. These times are for any child who arrived in the main entrance to the school following the school arrival time for their class each morning.

Stage	Number of Minutes Lost	Time in Hours and Minutes
P1	210	3 hours and 30 minutes of learning time lost
P2	1370	22 hours and 50 minutes of learning time lost
P3	2555	42 hours and 35 minutes of learning time lost
P4	255	4 hours and 15 minutes of learning time lost
P5	1445	24 hours and 5 minutes of learning time lost
P6	510	8 hours and 30 minutes of learning time lost
P7	650	10 hours and 50 minutes of learning time lost
Total	6995	116 hours and 35 minutes of lost learning in June 2021

When added together this indicates that in June 2021, as a whole school:

116 hours and 35 minutes of learning time were lost to lateness in June.

This equates to over 22 full days of learning in school.

As members of our school community we are sure that you will agree that these figures are not acceptable. Not only does lateness impact significantly on the learners who arrive late in school, but also on those who are in class already as they have their learning and routines interrupted several times by those arriving late. It impacts on the progress of ALL learners.

So What Next?

Our school has an attendance and lateness procedure to follow for pupil absence and lateness.

Parents will be contacted when their child reaches:

Letter 1—30 minutes of lateness

Letter 2—60 minutes of lateness

Letter 3—90 minutes of lateness

This contact can come in the form of a letter stating your child's level of lateness and when this occurs, as well as a call from our Home School Practitioner Louise Bland.

Similarly a supportive meeting may be arranged to see how we can support you in ensuring your child arrives in school on time in the morning.

Clear record keeping of lateness is in place and we will be able to provide information on lateness patterns for your child to support you r child arriving in school on time.

If your child has an appointment that will impact on the start of the day, please contact the school office to let us know.