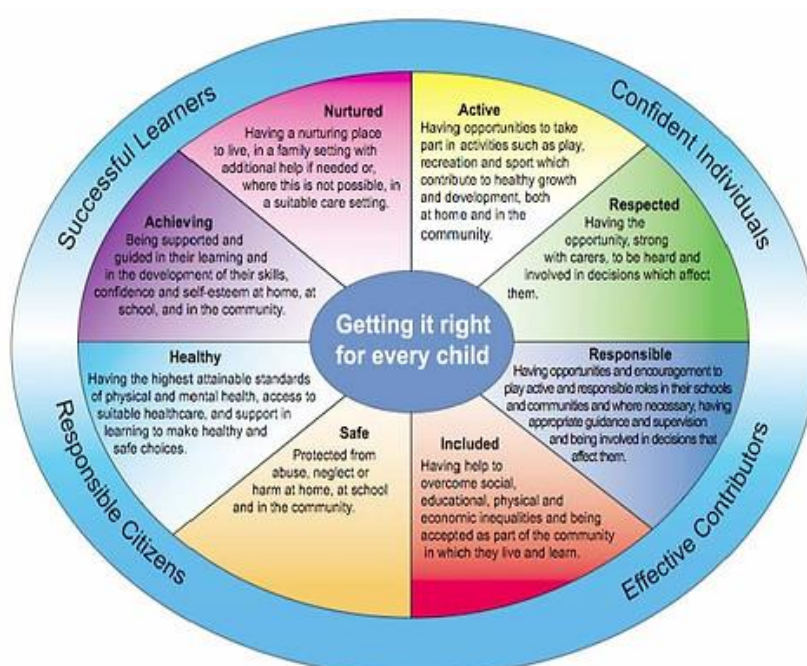




## Dalkeith High School Attendance and Late Coming Policy and Procedures August 2023

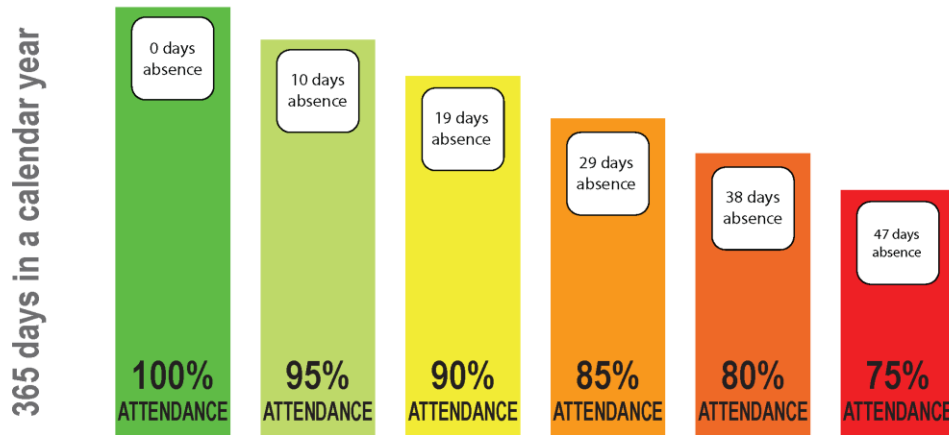
### UN Convention Rights of a Child – Article 29 (goals of education and aspiration)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.





## Good attendance at Dalkeith High means... ...being in school every day ready to learn!



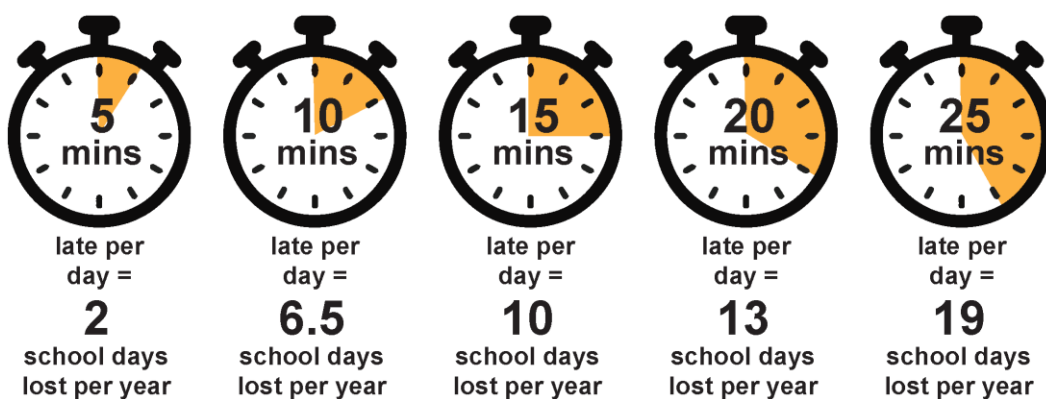
190 school days in a calendar year

175 not at school for shopping, holidays & appointments

Did you know?  
A two week holiday in term time  
means the highest attendance  
you can achieve is 94.7%

Did you know?  
If you are 15 minutes late each  
day you will have missed 2 full  
weeks in a year.

## Good time keeping at Dalkeith High means... ...being in school every day ready to learn!



## ATTENDANCE PERCENTAGES CAN BE MISLEADING.

### CONSIDER THE FOLLOWING:

Note the calculation is based on a full school year

%	SCHOOL DAYS MISSED	OUTLOOK FOR YOUR CHILD
100%	0 Days	Gives your child the best chance of success.
95%	10 days of absence or 2 weeks of learning missed	
90%	19 days of absence Or 3 weeks and 4 days of learning missed	Less chance of success. Makes it harder to progress.
85%	29 days of absence Or 5 weeks and 4 days of learning missed  * <u>ALMOST HALF A TERM MISSED</u> *	Serious implications for learning and progress.
80%	38 days of absence Or 7 weeks and 3 days of learning missed  * <u>HALF A TERM MISSED</u> *	
75%	47 days of absence Or 9 weeks and 2 days of learning missed  * <u>ALMOST 1 WHOLE TERM MISSED</u> *	

## Policy Statement

Dalkeith High School's Policy and Procedures surrounding attendance and late coming is one that is critical to the success of young people in our community.

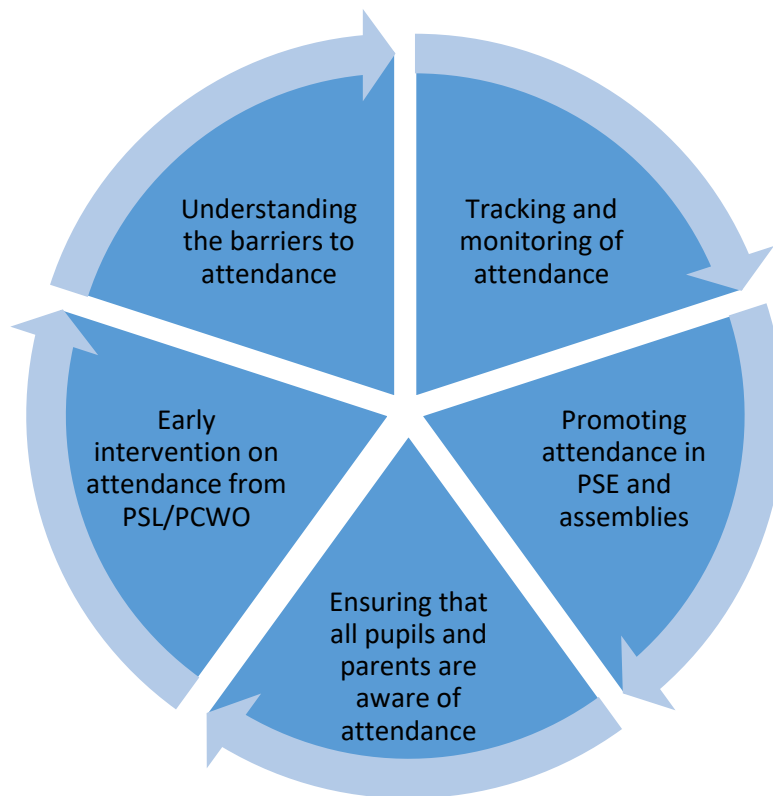
Good attendance in school is crucial if young people are to achieve their full potential. It enables students to develop socially and academically, grow as individuals, and contribute positively to wider society.

Dalkeith High School recognises the importance of clear and effective communication with all stakeholders (pupils, parents, partners and those in the wider community) and we are committed to being open and accessible for all who have an interest in our school. The Scottish Government's policy 'Included, Engaged and Involved' [CLICK HERE TO VIEW THE POLICY WEBSITE](#) outlines the national position - that young people's attendance should be an area of continuous improvement for all schools in Scotland – and that this is central to improving outcomes and aspirations for our young people and communities.

Attendance is defined as participation in a programme of educational activities arranged and agreed by the school, including:

- Attendance at school
- Learning out with the school provided by a college, off-site unit or other learning provider while still on the roll of the school
- Educational visits, day and residential visits to outdoor centres
- Interviews and visits relating to further and higher education or careers events
- Debates, sports, musical or drama activities in conjunction with the school
- Study leave for pupils participating in national exams, if arranged by the school during the period of the national examination timetable
- Activities in connection with psychological services, learning or behaviour support
- Receiving tuition via hospital or outreach teaching services
- Work experience

## Key drivers to improving attendance at DHS



Dalkeith High School aims to:

- Promote maximised attendance – helping to support young people and families to understand that those who are better educated through improved engagement will be more skilled, and thus more employable.
- Promote effective engagement – helping young people to be confident individuals and effective contributors.
- Provide effective support and early warning for those who are struggling to fully engage – ensuring non-attendance as a ‘barrier’ to learning is minimised.
- Ensure that our external communication methods are strategically designed and planned, enhancing opportunities for parental engagement in the attendance process.

## **Teachers**

The tracking and monitoring of attendance accurately is a statutory and a vital part of a teacher's role to ensure responsibilities around safeguarding and child protection are met.

It is critical that class registration is completed on time, and accurately. Errors may cause undue worry for Parents/Carers, and inaccurate information may impact on the appropriate supports and consequences being put in place with communication and relationships across the school community being adversely affected.

### **Teachers have a duty of care to:**

- Accurately record attendance on the SEEMiS system within the first 10 minutes of the period.
- Respond immediately if the office call to report an incomplete register - this is vital.
- If there is any issue with accessing SEEMiS, complete a paper register with a note of any absentees and have a suitable pupil take this information to the main office.
- Update SEEMiS for any pupil that arrives to class late.
- Update House Teams if a Care Experienced or attendance-monitored pupil is not in class when they should be.

### **Additionally:**

- Ensure that SEEMiS is not shown on the screen due to ASN information tab/GDPR
- Take note of any additional information on class registers in SEEMiS about pupils that may affect their attendance, and act with empathy and understanding to support our pupils to get on with their learning as quickly as possible. Discussions and consequences relating to attendance in class should take place at the end of the lesson

## Pupils

**Aim for excellent attendance – show your commitment and ambition to fulfil your potential.**

In order to grow into a successful, effective and employable individual, it is important that you fully experience a wide curricular programme. At Dalkeith High School, we are passionate about improving experiences for young people, and supporting you to be all that you can be.

To achieve this, you have important responsibilities to:

- Attend school regularly.
- Follow your agreed timetable.
- If you are absent, ensure that you collect catch-up work from teachers on your return. If it is a planned absence, and you are well enough; you should consider getting this in advance
- Return to school as quickly as possible

## Parents/Carers

We are passionate about improving attendance. As parents/carers, we are confident that you understand the importance of good attendance for your child's future.

Parents are expected to:

- Contact the school by telephone (0131 654 4701) or email to inform us of your child's absence on day one **before 0830**.
- If you were unable to connect, please respond to the GroupCall text message promptly, outlining the reason and expected duration of absence.
- Encourage children to attend school wherever possible.
- Be aware that we have a clear First Aid protocol. Should your child require to be collected, we will make contact with you.
- Make sure that young people return to Dalkeith High School as soon as they are well enough to do so – minimising absence is key in improving attainment.
- Contact Dalkeith High School Head Teacher by email/letter if there is a holiday request during term time.

<b>Authorised Absences</b>	<b>Unauthorised Absences</b>
<p>A child or young person can be off school if:</p> <ul style="list-style-type: none"> <li>• They are ill and /or attending a doctor or hospital appointment.</li> <li>• They are going to a meeting about a Children’s Hearing or court, or if they are going to a Children’s Hearing, care review or court.</li> <li>• If they are involved in an activity and the school agrees in advance.</li> <li>• Someone close to the child has died.</li> <li>• There is a crisis or serious difficulty at home or in the family.</li> <li>• They are going to a religious ceremony or a wedding of someone very close to them.</li> <li>• If they are a Gypsy/Traveller family and while you go travelling you keep in touch with your child’s teacher.</li> <li>• Your family is returning to a country of origin for cultural reasons or to care for a relative.</li> <li>• In some circumstances absences linked to parent/ carer if they are active Army personnel.</li> </ul>	<p>Unauthorised absences includes:</p> <ul style="list-style-type: none"> <li>• Family holidays during term time that are not judged to be important to the well-being and cohesion of the family.</li> <li>• Long-term exceptional domestic circumstances where additional support services have not been accessed to support the pupil.</li> <li>• Unreasonable excuse, where a parent refuses to send their child to school following a dispute with the school.</li> <li>• Unexplained absence</li> <li>• Truancy (unauthorised absence from school for any period as a result of premeditated or spontaneous action on the part of pupil, parent or both)</li> </ul>

### **Late Coming:**

It is crucial that we support young people to be ready to learn without distraction, and create a learning environment that is safe and purposeful for everyone. Late coming can affect this significantly, disrupting the teacher and others in the classroom. We must promote the importance of being punctual in order to prepare our young people for the world of work and future opportunities.

We will track and monitor late coming regularly and communicate with parents/carers to seek their support to help improve their child’s punctuality.



## **Celebrating positive attendance**

- Assemblies
- House Points
- 100% club
- Awards Ceremony
- Faculties Promotion

Care is taken to acknowledge circumstances out with a young person's control which may affect attendance. Consideration must be given to ensuring that these young people do not feel penalised.

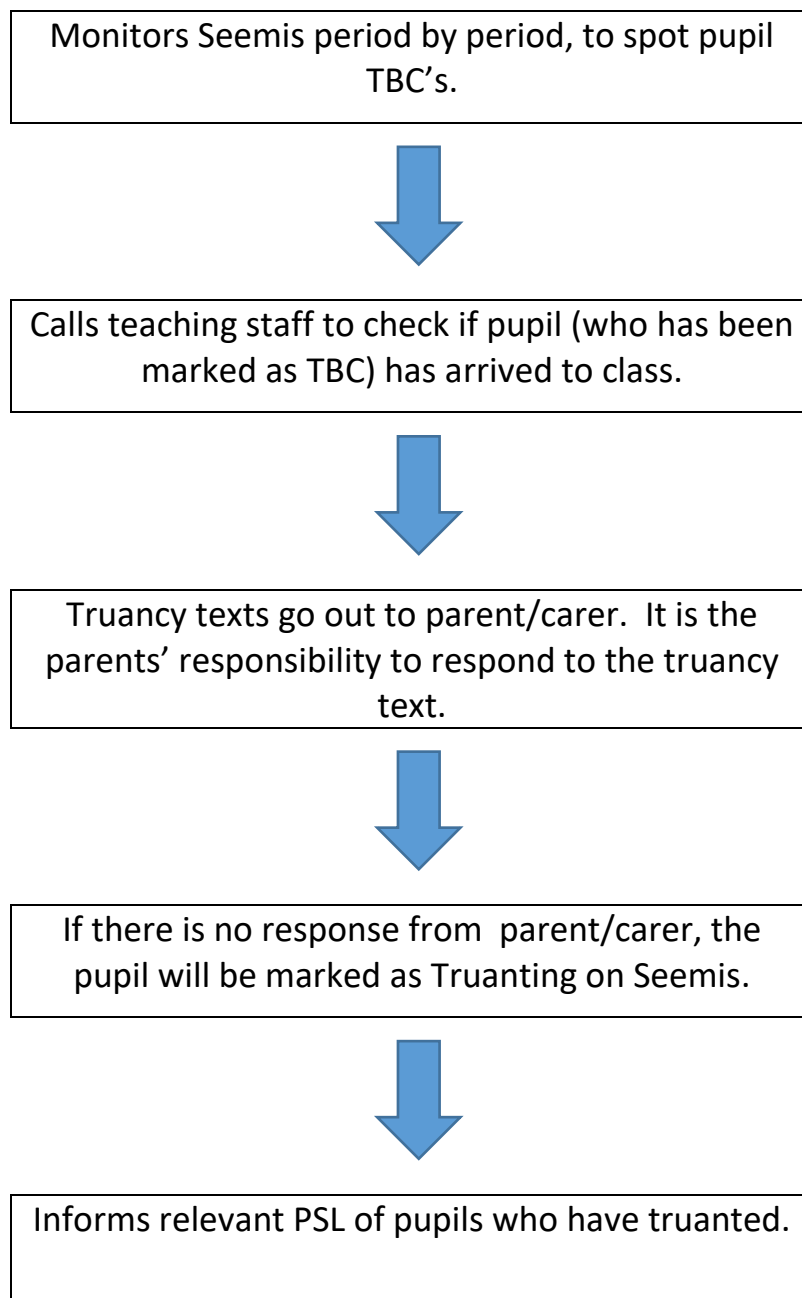
## Appendices:

<b>1</b>	Procedure for ensuring accurate period-by-period registration and dealing with truancy from timetabled classes – <b>PCWO/OFFICE</b>
<b>2</b>	Procedures for tackling unexplained absences and late coming – <b>PCWO/OFFICE</b>
<b>3</b>	Procedure for monitoring pupil attendance – <b>HOUSE TEAM</b>
<b>4</b>	Pupil attendance weekly record
<b>5</b>	Seemis Letter 1 – attendance below 90% (Week 4)
<b>6</b>	Seemis Letter 2 - attendance below 90% (Week 8)
<b>7</b>	Seemis Letter 3a – attendance below 90% (Week 12)
	Seemis Letter 3b – attendance below 90% (Week 12)
<b>8</b>	Seemis Letter 4 – Non-attendance without reason (Letter 1)
<b>9</b>	Seemis Letter 5 – Non-attendance without reason (Letter 2)
<b>10</b>	Seemis Letter 6 – Late arrival to school and/or class
<b>11</b>	Click & Go Attendance Codes

## Appendix 1:

### Procedures for ensuring accurate period-by-period registration and dealing with truancy from timetabled classes

#### PCWO - Daily



## Appendix 2:

### Procedures for tackling unexplained absences and late coming.

#### PCWO - Daily

Generate House Anomalies and Late reports from the previous day



#### Anomalies

Contact all TBC's and record response on tracker.  
+ve: amend Seemis  
-ve: inform PSL



#### Lates

Record daily number of lates on the tracker.



Check 'Red List' pupils and make contact with home if necessary.

### Appendix 3:

#### Procedures for tackling unexplained absences and late coming.

##### PCWO & PSL's - WEEKLY

PCWO to meet with PSL and share the House Daily Anomaly tracker from the previous week



PSL: to agree actions

- Conversation with pupil and/or parent/carer
  - Arrange parental meeting
  - Letters Home

Record actions on pastoral notes



PCWO

- To record actions on Daily Anomaly Tracker
  - Send attendance letters

##### House Team – Monthly

PCWO – Update House Attendance Tracker (record Letters sent)  
House Team to meet to discuss pupil attendance  
Monthly Late Letters to be sent

## Appendix 4:

### Dalkeith High School – Weekly Attendance Record

PUPIL NAME ..... REG ..... W/C .....

Period	Monday	Tuesday	Wednesday	Thursday	Friday
PSL Signature					
1					
2					
3					
4					
5					
6					
7					
	Parent's Signature	Parent's Signature	Parent's Signature	Parent's Signature	Parent's Signature

STAFF	PARENT/CARER
<ul style="list-style-type: none"> <li>• Please sign opposite the appropriate period to indicate the presence of the pupil in your class.</li> <li>• <b>If the pupil is late, please enter the time of arrival.</b></li> <li>• <b>If the pupil goes to the toilet please mark this as 'T'</b></li> </ul>	<ul style="list-style-type: none"> <li>• Please check your child's attendance record at the end of each school.</li> <li>• Please sign in the appropriate space at the end of each day</li> </ul>

## **Appendix 5: *Seemis Letter 1***

Date

Name

Address

Dear

### **ABSENCE ENQUIRY – attendance below 90% (Letter 1 @ four weeks)**

Following our Pupil Support attendance review, it has shown that **(insert child's name)** attendance has fallen below 90% in the past four weeks. I enclose an attendance summary printout for your information.

We are concerned because low attendance can harm a child or young persons' learning and wellbeing. We would like to work with you to support **(insert child's name)** and improve **his/her** attendance at school. Please let me know if there are other reasons for these absences.

I will phone you in the coming days to discuss this with you in more detail.

Yours sincerely

**Pupil Support Leader Name**

**0131 654 4701**

Enc: Attendance Summary.

## Appendix 6: *Seemis Letter 2*

Date

Name

Address

Dear

### **ABSENCE ENQUIRY – attendance below 90% (Letter 2 @ 8 weeks)**

I wrote to you on (**insert date**) to let you know that (**insert child's name**)'s attendance has fallen below 90%. We have reviewed (**insert child's name**)'s attendance again, and **his/her** attendance has fallen to (**figure**)% over the past 8 weeks. I have sent you an attendance summary printout for your information.

We are concerned as low attendance can harm a child or young person's learning and wellbeing. Under the Education (Scotland) Act 1980, attendance at school is a legal requirement until the age of 16.

We would like to invite you and (**insert child's name**) to a child planning meeting on (**insert date and time of meeting**) to discuss this with you. We will work together to plan how to improve (**insert child's name**)'s attendance.

Please contact me on the number below if you cannot attend this meeting and we will arrange another time.

Yours sincerely

**Pupil Support Leader Name**

**0131 654 4701**

Enc: Attendance Summary.



## Appendix 7: Seemis Letter 3a

Date

Name

Address

Dear

### **ABSENCE ENQUIRY – attendance below 90% (Letter 3 @ 12 weeks)**

We met on (insert date) to discuss (child's name)'s attendance and agreed some supports to help improve his/her attendance.

Unfortunately, (insert child's name)'s attendance is still causing concern, it is currently sitting at (figure)% over the period of the past twelve weeks. I have enclosed a print out of (insert child's name) attendance record for your information.

We are concerned, as low attendance can harm a child or young person's learning and wellbeing. Under the Education (Scotland) Act 1980, attendance at school is a legal requirement until the age of 16.

Please attend a child planning meeting on (insert date and time of meeting) to allow us to discuss this with you and (insert child's name). We will review the supports and targets that we agreed at our last meeting to work together to improve (insert child's name)'s attendance. We are here to help.

After this meeting, we will continue to monitor (insert child's name)'s attendance. If there is no improvement, we will submit a referral to Midlothian Children and Families Department for advice and support. We may be required to submit a referral to the Children's Reporter in line with the Education (Scotland) Act, 1980 where you will be asked to explain the reasons for (insert child's name)'s poor attendance if the education authority believe there is not a reasonable excuse for this.

Please contact me on the number below if you cannot attend this meeting and we will arrange another time.

Yours sincerely

Pupil Support Leader Name

0131 654 4701

Enc: Attendance Summary.

## ***Seemis Letter 3b***

Date

Name

Address

Dear

### **ABSENCE ENQUIRY – attendance below 90% (Letter 3 @ 12 weeks)**

We wrote to you on (insert date) to discuss (child's name)'s attendance and some supports we could use to help improve his/her attendance. Unfortunately you did not attend this meeting.

(Insert child's name)'s attendance is still causing concern, it is currently sitting at (figure)% over the period of the past twelve weeks. I have enclosed a print out of (insert child's name) attendance record for your information.

We are concerned, as low attendance can harm a child or young person's learning and wellbeing. Under the Education (Scotland) Act 1980, attendance at school is a legal requirement until the age of 16.

Please attend a child planning meeting on (insert date and time of meeting) to allow us to discuss this with you and (insert child's name). We will review the supports and targets that we agreed at our last meeting to work together to improve (insert child's name)'s attendance. We are here to help.

After this meeting, we will continue to monitor (insert child's name)'s attendance. If there is no improvement, we will submit a referral to Midlothian Children and Families Department for advice and support. We may be required to submit a referral to the Children's Reporter in line with the Education (Scotland) Act, 1980 where you will be asked to explain the reasons for (insert child's name)'s poor attendance if the education authority believe there is not a reasonable excuse for this.

Please contact me on the number below if you cannot attend this meeting and we will arrange another time.

Yours sincerely

Pupil Support Leader Name

0131 654 4701

Enc: Attendance Summary.

## Appendix 8: *Seemis Letter 4*

Date

Name

Address

Dear

### **ABSENCE ENQUIRY – Non-attendance without reason (Letter 1)**

As you are aware, **Pupil Support Leader name** and our PCWO **PCWO's name** have been in regular contact with you by telephone about **Child's name's** absence from school.

**Child's name** has not attended school since **insert date**. As part of our safeguarding procedures and to ensure that we are meeting **Child's name** needs, I would like to invite you into Dalkeith High School to discuss how we can support **Child's name** and yourself to ensure **he/she** makes progress with **his/her** education at:

**Date / Time in Dalkeith High School**

If this date or time is not convenient please contact me on the number below. If I am not in the office, please leave a message and I will return your call.

Yours sincerely

**Pupil Support Leader Name**

**0131 654 4701**

Enc: Attendance Summary.

## Appendix 9: *Seemis Letter 5*

Date

Name

Address

Dear

### **ABSENCE ENQUIRY – Non-attendance without reason (Letter 2)**

As you are aware, **Pupil Support Leader name** and our PCWO **PCWO's name** have been in regular contact with you by telephone about **Child's name's** absence from school.

**Child's name** has not attended school since **insert date**. As part of our safeguarding procedures and to ensure that we are meeting **Child's name** needs, I sent you a letter on **insert date(s)** inviting you into Dalkeith High School to discuss how we can support **Child's name** and yourself to ensure **he/she** makes progress with **his/her** education.

Unfortunately, you did not attend the planned meeting. Following this, we now hope to meet with you at your home address on:

**Date / Time in family home**

If this date or time is not convenient please contact me on the number below. If I am not in the office, please leave a message and I will return your call.

Yours sincerely

**Pupil Support Leader Name**

**0131 654 4701**

Enc: Attendance Summary.

## Appendix 10: Seemis Letter 6

Date

Name

Address

Dear

### LATE ARRIVAL TO SCHOOL AND/OR CLASS

Please see attached an Individual Attendance Summary for (child's name).

We are writing to inform you that (child's name) has been late to school and/or classes on (number) occasions during the month of (name of month)

It is important that pupils arrive at school and classes on time. Pupils who arrive late during a lesson are not only affecting their own learning but disrupting the learning of others.

We would appreciate your support in helping to improve (child's name) timekeeping. If you would like to discuss any strategies of support, or how we can work together, please do not hesitate to get in touch with your child's Pupil Support Leader.

Yours sincerely

Pupil Support Leader Name

0131 654 4701

Enc: Attendance Summary.

## Appendix 11:

### Click & Go Attendance and Absence Codes

Sickness / medical or Dental Appointments		Counts as
<b>D</b> <b>(SEL)</b>	Self Certified Medical This includes any time where a pupil is off sick, with proof of illness such as a parental letter or medical certificate	Authorised Absence
<b>B</b> <b>(SEP)</b>	Sickness with Education Provision Use where pupil is off sick and an appropriate level of educational provision is being provided – e.g. where a pupil is receiving tuition in hospital	Attendance
<b>P</b> <b>(PER)</b>	Medical / Dental Appointments To be used for all medical / dental appointments outside of school <b>and when pupil attends school for part of the day.</b>	Attendance

Latecoming		Counts as
<b>L</b> <b>(LAT)</b>	Late Use when pupil arrives late during the first half of an opening	Late (Does not count towards overall absence percentage)
<b>K</b> <b>(LT2)</b>	Late 2 Use when pupil arrives late during the second half of an opening	Authorised Absence

Parental Holidays		Counts as
<b>G</b> <b>(UPH)</b>	Unauthorised Parental Holiday The following are examples of reasons / circumstances that would cause a family holiday to be classed as unauthorised: <ul style="list-style-type: none"> <li>• The availability of cheap holidays</li> <li>• The availability of cheap accommodation</li> <li>• Parental difficulty obtaining leave (with local judgment applied where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)</li> </ul>	Unauthorised Absence  <b>Any parental requests must be sent to HT to ascertain when they will be approved or rejected.</b>
<b>E</b> <b>(PHL)</b>	Family Holiday Authorised The majority of holidays taken within term time should be categorised as unauthorised absence. However, it is acceptable under exceptional circumstances to authorise a family holiday during term time. Such circumstances may include: <ul style="list-style-type: none"> <li>• A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events</li> </ul>	Authorised Absence  <b>Any parental requests must be sent to HT to ascertain when they will be approved or rejected.</b>
<b>X</b> <b>(EXL)</b>	Extended Leave with Parental Consent Should not be considered the same as a family holiday. Extended leave with parental consent will be recorded separately outside the figures for attendance and absence and includes circumstances such as: <ul style="list-style-type: none"> <li>• Extended overseas educational trips not organised by the school</li> <li>• Short-term parental placement abroad</li> </ul>	Does not count towards absence or attendance

	<ul style="list-style-type: none"> <li>Family weddings or funerals or other events and exceptional circumstances which may require children to travel (e.g. overseas) or participate in extended preparations, for cultural reasons</li> <li>Leave in relation to children in travelling families</li> </ul>	This code reduces the total number of possible attendances for a pupil and should be used with care
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Refusal to attend		Counts as
<b>7 (RFS)</b>	Refusal to attend Use this category when a pupil refuses to attend school	Unauthorised
<b>9 (RSA)</b>	Refusal – Social Anxiety – Education Provision Should be used where a pupil is refusing to attend school as a result of social anxiety and is also receiving educational provision. Note – this should only be provided where education provision is being provided and the school, parents and other relevant practitioners are in agreement and satisfied with the plan that has been put in place	Attendance

Other Authorised Absences		Counts as
<b>A (ABS)</b>	Other Authorised Absence This category should cover situations such as: <ul style="list-style-type: none"> <li>Immediate family weddings</li> <li>Bereavements</li> <li>Religious observances</li> <li>Attendance in court</li> <li>Attendance at child care review</li> <li>Attendance at children’s hearing</li> <li>Lack of transport – including due to bad weather</li> <li>Sporting &amp; cultural events not arranged by the school but approved by them</li> </ul>	Authorised Absence

Other Unauthorised Absences		Counts as
<b>U (UNA)</b>	Absence – Reason Unknown Use where no reason has been given for the pupil’s absence. <b>To replace TBC if parent does not make contact.</b>	Unauthorised Absence
<b>@ (TRU)</b>	Truancy Use for truancy	Unauthorised Absence
<b>T (TBC)</b>	To be confirmed <b>Used only by class teachers</b> when they are recording attendance for a period or opening	Unauthorised Absence

Exceptional Domestic Circumstances		Counts as
<b>Q (DCA)</b>	Exceptional Domestic Circumstances Authorised Covers situations such as: <ul style="list-style-type: none"> <li>The period immediately after an accident or illness</li> <li>A period of serious or critical illness of a close relative</li> <li>A domestic crisis which causes serious disruption to the family home, causing temporary relocation</li> </ul>	Authorised Absence

<b>R (DCU)</b>	Exceptional Domestic Circumstances Unauthorised <ul style="list-style-type: none"> <li>Used for all other exceptional domestic circumstances not included above</li> </ul>	Unauthorised Absence
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<b>Other attendance in and out of school</b>		<b>Counts as</b>
<b>O (OAT)</b>	Provision Elsewhere Use where a pupil is receiving educational provision at another establishment – e.g. pupil attending another school for subject not available in base school, pupil attending college, pupil attending special unit etc.	Attendance
<b>~ (SCH)</b>	In school but not in class Used where a pupil is not in their timetabled class but is elsewhere in school, e.g. learning support base, musical instrumental tuition	Attendance
<b>S (STY)</b>	Study Leave Use from the start of the official exam timetable until the restart of timetabled lessons in school.	Attendance
<b>V (VIS)</b>	School Visit / Excursion Use for trips out of school arranged or approved by the school. This should be used for senior students attending University Open Days where this is approved	Attendance
<b>W (WRK)</b>	Work Experience Includes work experience or volunteering – arranged or approved by the school	Attendance
<b>V (FLD)</b>	Field Trip Use for field trips related to school coursework	Attendance

<b>Exclusions</b>		<b>Counts as</b>
<b>X (EXC)</b>	Exclusion To be used for temporary exclusion	Exclusion

<b>Part time Timetables</b>		<b>Counts as</b>
<b>Y (PTX)</b>	Part Time Timetable (Exclusion Related) Use where a pupil is attending school on a part time timetable because of an exclusion. This code should only be used in the period after an exclusion where a pupil is on a phased return	Authorised Absence
<b>= (PTH)</b>	Part Time Timetable (Health Related) Use where a pupil is attending school on a Part Time basis – this counts as authorised absence	Authorised Absence

<b>Missing from Class</b>		<b>Counts as</b>
<b>M (MIS)</b>	A high school only code which indicates that a pupil has been marked as absent by a class teacher from one or more periods in an opening. This code is automatically generated by Click & Go and only appears on a pupil's attendance summary printout	Attendance