



SMM/gs

March 2017



Dear Parent / Carer

Re: Auchterellon School Attendance Policy

Following the publication of updated guidance on Managing Attendance in Aberdeenshire Schools by Aberdeenshire Council's Education and Children's Services, Auchterellon School has reviewed and updated the Pupil Attendance Policy. **Getting it right for every child (GIRFEC)** aims to ensure that every child and young person can access appropriate and timely support in order to become successful learners, confident individuals, responsible citizens and effective contributors: attendance is a fundamental prerequisite for this.

All Aberdeenshire Education and Children's Services employees have a responsibility to promote high levels of attendance. In addition, schools must ensure that systems to monitor absence are used consistently and effectively to allow early intervention when attendance rates drop below the agreed acceptable rate of 90%. Our Attendance Policy strives to support attendance as one of the key factors in realising high quality attainment and achievement for our pupils.

There is a rising number of persistently 'late' pupils who are coming into school via the front entrance having arrived too late to gain access by their class door. These pupils **MUST** report to the school office so that they can be recorded as 'present' and they will be given a 'late card' to take to their class teacher. Under no circumstances should parents be entering the teaching areas to escort their children to class. Parents wishing to speak with class teachers should contact the school office in the first instance.

Persistent lateness can have the same adverse effect on the progress and wellbeing of children as poor attendance. Good timekeeping is a life skill and good habits need to be encouraged at school and at home. There are many reasons for children failing to get to school on time. Working with parents / carers, action needs to be taken before bad habits are established.

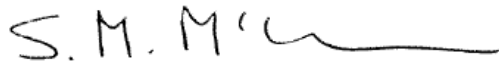
School will monitor late arrivals and contact parents / carers by letter when concerns arise – normally after 5 instances of lateness. If required, a meeting will be arranged to discuss and address the issues.

A copy of Auchterellon School's Pupil Attendance Policy can be found on our website www.auchterellon.aberdeenshire.sch.uk

Additional GIRFEC information can be found at www.girfec-aberdeenshire.org

Should you have any questions relating to any of the above, please contact relevant Depute Head Teacher or myself.

Yours sincerely

A handwritten signature in black ink that reads "S. M. McGowan". The signature is written in a cursive style with a long horizontal flourish at the end.

MORAG McGOWAN
Head Teacher