



Happy Pupils
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HALLGLEN PRIMARY SCHOOL ATTENDANCE STRATEGY

August 2026



ATTENDANCE STRATEGY

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Attendance Rationale

Why is attendance important?

Attendance is an important aspect of school life. Here at Hallglen Primary School we want every child to be able to reach their full educational potential, and to do so, a high level of school attendance is required. At Hallglen Primary School we are committed to providing an education of the highest quality and endeavour to provide an environment where all pupils feel valued and welcome. We also believe here at Hallglen Primary School that Happy Pupils Succeed.

Every child has a right, and is entitled, to an education. It is both the school, and parents/carers duty to strive for 100% attendance for our pupils. Consistent school attendance provides pupils with the strongest foundation for academic achievement, continuous personal development, and expanded opportunities for future education and career pathways. Regular participation in the classroom ensures pupils remain fully engaged with the curriculum, fostering long-term educational success.

There is a strong connection between attendance and attainment. For our children to take full advantage of the educational opportunities offered it is vital your child is at school **every day** unless the reason for the absence is **unavoidable**.

Coming to school every day helps pupils:

- **Learn and Grow:** Build confidence, master new skills, and achieve their academic goals.
- **Connect with Others:** Make friends, have fun, and understand different cultures and backgrounds.
- **Build Life Skills:** Discover who they are as learners and grow as individuals.
- **Shape Their Future:** Gain qualifications and the best possible opportunities for success.

Parents, pupil and school roles

Parents, pupils and school staff share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Everyone has a role to play. Parents have a **legal** responsibility to ensure pupils attend school regularly and on time. Parents also have a responsibility to maintain communication with the school if their child is going to be absent. School is required, by law, to maintain accurate records for each pupil's attendance.

Benefits of attending school

There are many benefits to attending school regularly. Coming to school every day makes a big difference by helping schoolwork feel smoother and more manageable. It also makes it easier for pupils to connect and build positive relationships with others while helping pupils feel more confident and good about themselves. Establishing good attendance routines now makes future transitions to High School, further education, and employment much easier.

Every day counts!

The key to ensuring the best learning opportunities and life chances whilst at school comes from excellent attendance and punctuality. Although children may attend every day, if they are late regularly this can result in them missing the start of their day or large chunks of their learning. ***Even just ten minutes late per day means your child misses an average of 1.5 weeks per year!***

Here at Hallglen Primary School, we strongly believe that all children should have access to, and be receiving, an excellent education, along with building positive and supportive relationships with both peers and adults, to support them to achieve the best possible outcomes. It is the responsibility of all the adults in a child's life to work together to ensure they are supported to achieve this in a way which is suitable to their needs.

Parental responsibility when reporting an absence

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required. If your child is absent, you must:

- Contact the school office, by email or telephone, as soon as possible on the first day of absence
- Keep school updated about expected return to school

Email: Hallglenprimaryschool@education.falkirk.sch.uk

Telephone: 01324 508510

Authorised absence

This is defined by:

- When your child is unwell
- When they are attending a doctor or hospital appointment
- Attendance at a children's hearing or review
- Immediate family weddings
- Bereavements – immediate family
- Religious observance
- Short term exceptional domestic circumstances (e.g. period after an illness, a domestic situation) causing **serious** disruption to the family home
- Medically certified (admission to hospital)

Unauthorised absence

This is defined by:

- Holidays in term time (other than in exceptional circumstances, for example; if a parent or carer is a member of the armed forces)
- Any absence the school has not been notified of
- Any child whose absence is on-going and remains unexplained for an extended period (10 days) will be referred to the authority as a child missing in education (CME)
- Taking the rest of the day off before or after a medical appointment
- Staying at home to care for younger or sick relatives
- Birthdays

Appointments

Attendance at emergency or prearranged medical appointments are authorised however, the pupil is expected to be in school before and after the appointment time, where possible. Routine appointments should be arranged out of school time. Where this is not possible, we would expect children to be in school before/after their appointment.

Home visit

In some circumstances a home visit may be appropriate when we have been unable to contact you or your emergency contacts to determine why your child is not at school. This may be a member of school staff, or colleagues from Social Work.

Holidays

Only in exceptional circumstances and authorised by the Headteacher, will holidays be recorded as an authorised absence. Generally, all holidays taken in term time will be recorded as unauthorised unless for religious or cultural reasons. Parents should submit a request to the Headteacher by email or letter **before** the holiday takes place. A standard council letter will be sent due to an unauthorised holiday absence. Please remember holidays during term time are disruptive to your child's learning.

Team Around the Child (TAC) Meeting

When attendance becomes a challenge, holding a Team Around the Child (TAC) meeting alongside social work is a helpful way to work together and find the right support.

Legal Framework

Parents have a legal responsibility to provide a reasonable excuse for a child's absence. Failure to attend school regularly 'without reasonable excuse' may be grounds for a joint referral by social work and school to the Children's Reporter as an outcome from the Team Around the Child Meeting.

Punctuality

The school gates open in the morning at 8.55am, and classroom doors are open from when the bell rings at 9am. Classroom doors will be closed as soon as the class line is inside so if you know your child is going to arrive after 9am you must bring them to the school office.

Please do not knock on classroom doors as this is disruptive to the settling of pupils already in class.

Any child entering school after 9am through the school office will be recorded as late. Late attendance will be recorded and followed up should this become a concern.

Medical

If you are reporting your child absent for medical reasons regularly, it may be appropriate for school to contact the school nursing team. The school may then make contact with colleagues in health to request support to improve attendance.

Monitoring Attendance

We will regularly be sending out letters to highlight your child's current attendance percentage. Please look out for these in your child's bag. If you have any queries about the attendance figure, please get in touch with the school.

Remember: If at any time you want to discuss your child's attendance, please don't hesitate to get in touch.

EDUCATION AND PARENTAL RESPONSIBILITY: If your child is absent

If your child is going to be absent from school, this must be communicated directly to the school office on the first day of absence to share the reason why, and an expected date of return. We would ask that you keep in regular contact with the school if their expected date of return changes.

If we haven't heard from you, we will:

- Send a Groupcall message asking for you to notify us why your child is absent. Parents/carers must call or email the school office as soon as they receive this message.
- If we do not hear from you to explain the absence, school staff will follow up with a phone call.
- If we are unable to reach you, the absence will be logged and further attempts will be made to contact you.
- If your child is absent for a second day and we have not had contact from you, a Groupcall message will be sent out to you asking for you to notify us why your child is absent – this can be a call to the office or an email.
- This will be followed up by a phone call from the school.
- If we are unable to reach you we will then try the emergency contacts we have on record.
- If your child is absent for a third day, and we are unable to reach you, we may carry out a home visit, or ask colleagues within Children's Services to carry out a home visit.

Should there be concerns on any day of absence that a child may be at risk of harm, Social Work colleagues will be contacted for additional support.



Every School Day Counts: A Parent's Guide to Attendance



The Impact of Lost Time



95% attendance is the goal for success.

This means a child misses no more than 10 school days per year.



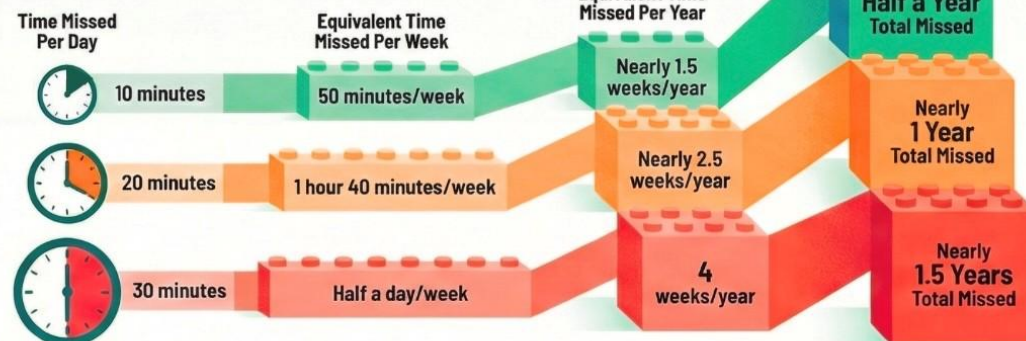
Below 80% attendance is a serious concern.

This equals 38 missed days and severely impacts a child's educational chances.



You have 175 non-school days each year.

This time can be used for holidays, shopping, and routine appointments.



How Parents Can Help



Report any absence on day one.

You must contact the school office by phone or email immediately.



Term-time holidays are unauthorised absences.

They disrupt learning and will only be authorised in exceptional circumstances.



Talk to us about any worries.

If your child is anxious about school, we are here to help.

INFORMATION FOR PARENTS

What being in school means for your child...

Being in school supports your child to achieve their potential and gives them the best possible start in life. Each day at school also provides your child with the building blocks they need for future learning.

Coming to school every day helps pupils:

- **Learn and Grow:** Build confidence, master new skills, and achieve their academic goals.
- **Connect with Others:** Make friends, have fun, and understand different cultures and backgrounds.
- **Build Life Skills:** Discover who they are as learners and grow as individuals.
- **Shape Their Future:** Gain qualifications and the best possible opportunities for success.

What can you do to help?

- **Understand the Impact:** Recognise that missing school means missing out on learning, socialising, building relationships, and maintaining helpful daily routines.
- **Plan Holidays Outside Term Time:** Book family holidays during school breaks.
- **Establish Consistent Routines:** Set up reliable morning and evening routines at home so your child feels prepared for the day ahead.
- **Manage Appointments:** Schedule non-urgent appointments outside of school hours. If an appointment during school time is unavoidable, ensure your child attends school either before or after it.
- **Stay in Touch:** Reach out to the school whenever you have worries or concerns—staff are always here to support you and your child.

When can we take time off?

- When your child is unwell.
- When they are attending a doctor or hospital appointment.
- Attendance at a children's hearing or review
- Immediate family weddings
- Bereavements
- Religious observance
- Short term exceptional domestic circumstances (e.g. period after an illness, a domestic situation causing **serious** disruption to the family home)
- Medically certified (admission to hospital)
- Only in exceptional circumstances and authorised by the Headteacher, will holidays be recorded as an authorised absence.

REMEMBER, THERE ARE 175 DAYS PER YEAR THAT YOUR CHILD DOESN'T NEED TO BE IN SCHOOL, WHICH CAN BE USED TO ARRANGE HOLIDAYS!! 😊

My child doesn't want to come to school....

Every child has a right to an education and deserves to feel safe, happy, and well supported at school. Sometimes children experience worries or anxiety about attending, which can be challenging for both families and pupils. While keeping a child home might feel helpful in the moment, it does not support them in the long term. Please reach out to the school if you have any concerns so we can work together to provide the right support for your family's needs.

ADDITIONAL SUPPORTS AVAILABLE

In School:

Wellbeing Hub and Wellbeing Officer – can offer a space for your child to talk through any worries or anxieties they may have. Support can include one to one support, group support, or a quiet space to access at break and lunchtimes with a friend to build up their confidence.

Our Principal Teacher and Depute Head Teacher can also be contacted to discuss any worries you may have, and if appropriate a TAC Meeting may be called to look at additional supports for your family.

Our Class Teachers and SfLA's are excellent at offering additional support within the classroom. Just keep in contact and we can put a plan in place when it's needed.

Out with School:

There are a range of services in Falkirk that can offer support to you and your family. Below are just a small selection of what's available:

Barnardos – offer support for children, young people and their families covering a range of issues. Contact Barnardos on 01324 632903 to see what they can offer.

Aberlour – offer Primary Years Outreach and Family Support for children and families facing a range of issues. Contact Aberlour on 0800 085 6150.

Children 1st – an online and telephone resource offering parents/carers access to support not just through the week, but at weekends and evenings. It covers parenting support, advice and guidance for children and young people of all ages. Access their website: <https://www.children1st.org.uk/>

FDAMH – provide one to one and group mental health and wellbeing support for adults in Falkirk. Contact FDAMH on 01324 671 600.

Kooth – An online resource based in Falkirk for young people who are struggling with their mental health and emotional wellbeing. Parents/carers need to support sign up to this resource. Access their website: <https://www.kooth.com>

Employment and Training Unit – Can offer support to parents/carers around benefits checks, debt advice, and for parents in work and looking to move into employment to increase their skills and confidence. Contact ETU on 01324 504408.