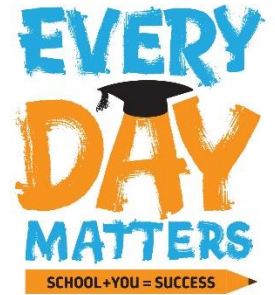


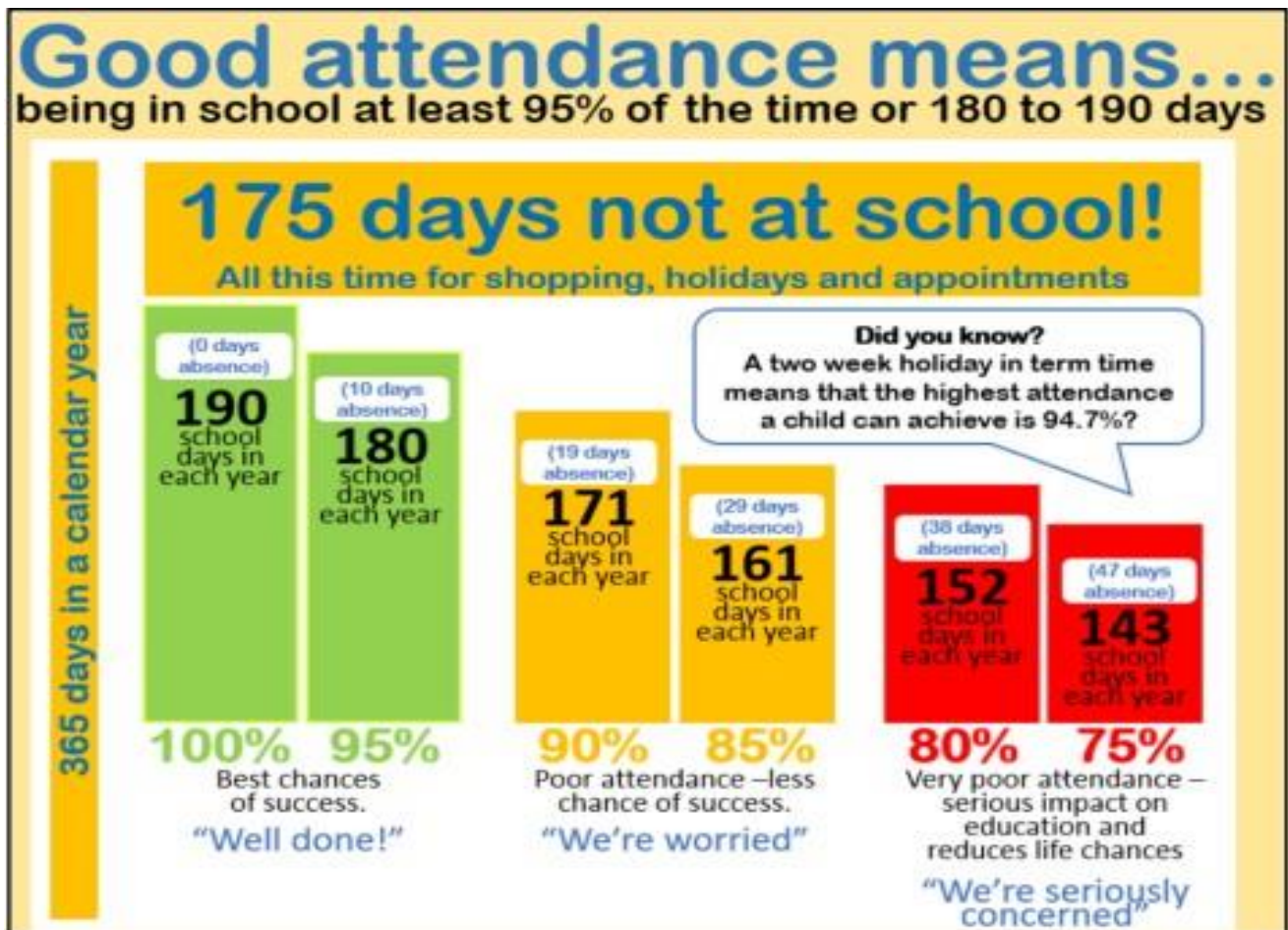


**Education & Children's Services**  
 Improving Lives Together  
 Ambition | Compassion | Integrity



Perth & Kinross Council Education & Children's Services is committed to [raising standards of performance and achievement](#) in its schools.

In order for children and young people to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly.



Perth and Kinross Council have a target of 96% attendance for all children and young people in primary schools and an expectation that we will work with families and young people to achieve this.

**The Senior Management Team (SMT); Mrs Hunter, Mrs Brogan and Mrs Thornber** are legally required to [monitor children's punctuality and attendance](#) to enable them to receive an education that maximises the opportunity for each child to achieve his/her potential.

**As per PKC policy:**

1. SMT will review the attendance report on a fortnightly basis, identifying improvement and causes of concern. When assessment, planning and action are needed to support a child or young person's attendance, the [Staged Intervention Framework for Attendance \(SIFA\)](#) and the [ASN](#)

[Assessment Framework Schools](#), additional support are used to support the identification of barriers and planning to address any known additional support needs.

2. A formal letter **must** be sent for all children and young people, when attendance falls below expected levels:

Letter A1 - To be used when requesting reason for recent unexplained absence

Letter A2 - To be used when attendance has fallen below expected levels (96% in primary)

Letter A3 – to be used when attendance has fallen below 85% and attendance levels are not improving.

Letter A4 - To be used when there has been no satisfactory response to the A1 or A2 letter and attendance levels continue to be of a concern.

As a school, if pupil attendance and lateness does not improve, despite SIFA and supports in place and communication with families, schools have the option to refer pupils to the Area Attendance Sub-Committee or, where there is evidence to suggest the need for statutory engagement, the Scottish Children’s Reporter Administration.in terms of Section 36 and 37 of the Education (Scotland) Act 1980.

**We understand families choose to take [holidays](#), attend appointments or become unwell. We would just like you to make a fully informed choice before choosing to remove your child from school.**

When a child’s absence falls below this figure it has a dramatic impact on their learning. The figures below state very clearly the effect absence has on your child’s learning.

Attendance during one school year	Equates to school days absent in one school year	Equates to school weeks absent in one school year	Equates to school lessons missed in one school year	Effect of absence on your child’s learning
95%	9 days	2 weeks	40 lessons	Watch out! Your child will have gaps in their learning.
90%	18 days	4 weeks	80 lessons	
85%	27 days	6 weeks	120 lessons	Danger! It will be difficult for your child to catch up.
80%	36 days	8 weeks	160 lessons	
75%	45 days	10 weeks	200 lessons	It will be almost impossible for your child to catch up.
70%	54 days	12 weeks	240 lessons	
60%	72 days	14 weeks	320 lessons	

**WHEN ATTENDANCE DROPS TO BETWEEN 85% - 90% - OVER 5 YEARS A CHILD WILL LOSE HALF OF A YEAR OF SCHOOLING.**

**WHEN ATTENDANCE DROPS TO 80% - OVER 5 YEARS A CHILD WILL LOSE A YEAR OF SCHOOLING.**

Every day at school is like getting a piece of a jigsaw puzzle – the more pieces children have the easier it is for them to solve the puzzle. So, it would make sense that every day a child is at school, the more successful their learning will be. We plan learning opportunities that build on previous activities and understanding. Therefore every day is as important as the previous day or the next day. The more time your child spends in school, the better your child’s attainment in learning will be, and the more confident and successful they will feel in themselves.

## Good time keeping means ...

Making sure your child is at school  
and ready to learn, before the bell rings!

If your child will not be present at school for any reason, **please let the school know by 9:15am**, either by phoning 01764 657 800 or email: [st-dominics@pkc.gov.uk](mailto:st-dominics@pkc.gov.uk)

We will phone you to check where your child is if we do not have this information. If we cannot contact you, we will phone your emergency contact. The Police will be contacted in the event no contact is made.

Please remember if your child has a sickness/diarrhoea bug please keep your child at home for **48 hours after the last bout**.

## Punctuality Matters!

Lost Minutes = Lost Learning



The previous version (V2) of this attendance policy was made available on the school website in June 2024, accessible by all staff and families. In August 2024, families were asked to complete an online attendance policy agreement, to enable families to make a personal and informed choice regarding their child/children's absence from school.

This version (V3) will be reviewed at the end of each school year in preparation for the next session. June 2025 would be the next scheduled review date.