Pupil Attendance Protocol



Craigowl

Primary

School

Sep 2026

Review Sep 2027

Attendance remains a key focus for Craigowl Primary School. Currently our overall attendance is broadly in line with national and local averages. However, we are at the lower scale compared to the local average.

While we have our own protocol, we follow the City Policy on Promoting Presence

Attendance Protocol

- We are required to inform parents/carers of the need to contact the school as early as possible, and before 9.00 am on the first day of absence, if their child is going to be absent from school
- When a pupil has been recorded as absent, and no prior notification has been given of the absence by the parent/carer, the school shall attempt to contact the parent/carer, using the text message system, by 9.45 am on the first day of absence.
- Parents/carers will be responsible for providing and updating emergency contact information and for providing and updating contact telephone numbers for use by the text message system (this can be done on the parent portal)
- Where a parent/carer/emergency contact is informed of the unexplained absence of a child from school and acknowledges the notification from the school, the parent/carer/emergency contact will be responsible for taking appropriate action in conjunction with the school
- In cases where the parent/carer/emergency contact does not respond to the notification of absence and therefore there is still no explanation of absence, the SLT will conduct a risk assessment.

Risk Assessment
The following process should be adhered to in order to establish the category of risk for the child/young person.

There are 3 grades of risk:

High - The risk posed is immediate and there are substantial grounds for believing that the child/young person is in danger through their own vulnerability or may be the victim of a serious crime

Medium - The risk posed is likely to place the child/young person in danger or they are a threat to themselves

Low - The apparent threat of danger to the child/young person is regarded as minimal.

Following the risk assessment the outcomes could be as follows:
SLT to contact family
Team Around the Child meeting called
Action plan for improving attendance agreed
This is not an exhaustive list of actions.

Attendance Meetings

SLT will have monthly attendance meetings will be held to identify young people who fall below 90%.

There will be a weekly record of actions and comments from these meetings.

If attendance is an ongoing concern the below options may be considered:

- Monitor
- Phone Call Home
- Letter 1
- Letter 2
- Internal Attendance Meeting
- TATC meeting
- Action Plan
- Referral to ARG
- Referral to Reporter

All of our actions are to be viewed and treated as a support to our young people and families in improving school attendance.

Term Time Holidays

Craigowl follows city guidance on term time holidays. Unless taken for specified reasons or from certain professions all holidays will be considered to be an unauthorised absence. Letters will be issued to parents.

Sharing Information

- Weekly class attendance will be shared at assembly with all pupils
- Fortnightly attendance to be shared with each class teacher
- Individual attendance to be shared with parents at parent/teacher evening
- Anyone below 85% will receive overall individual attendance summary

Roles and Responsibilities

Action	Who	Frequency
Daily text message	ADMIN peysa	By 9.45am
1st day phone call	ADMIN officer / SFDW	From 9.45am
Attendance meetings	SLT	Weekly
Class attendance figures to staff	HT / SFDW	Fortnightly
Cohort attendance figures to pupils	HT	Weekly (Assembly)
Inhouse Attendance Meetings (ARG)	DHT	Monthly
Individual Attendance shared with parent	CT	Twice yearly
Attendance breakdown (appendix 4)	HT	Annually
Anyone below 85% will receive overall individual attendance summary	SFDW	Dec, Feb and May

Useful resources:

Attendance %	Days Missed Per Session	Over Seven Years of Primary
98%	3.8	26.6
95%	9.5	66.5
90%	19	133
85%	28.5	199.5
80%	38	266
75%	47.5	332.5

Attendance Action Plan Template

Attendance Graphic

CPS Poster

Dundee CHANGING FOR THE FUTURE

#PRESENCE

EVERY DAY COUNTS

Craigowl Primary School

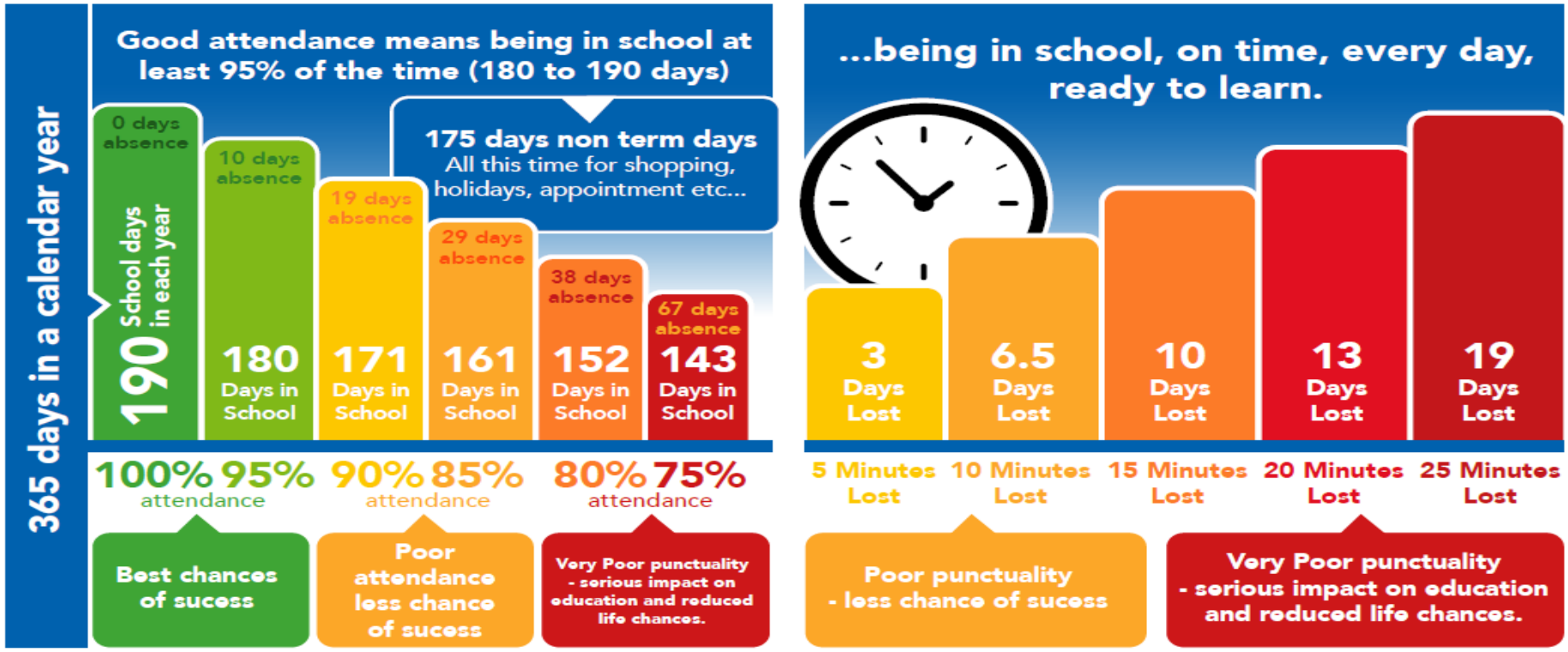
We are loved. We are loving.

We are loveable.

Attendance Ladder



Dundee City Council Schools



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

Did you know? If you are 15 mintues late each day you will have missed a full 2 weeks of school in one year?

EVERY DUNDEE LEARNER MATTERS

Dundee City Council CHANGING FOR THE FUTURE

It's important to present at school, to be able to participate and make progress!