



Appendix 2



Baldernock Primary School

Fluchter Road

Balmore

Torrance

Glasgow G64 4AS

Telephone: 0141 955 2341

Dear Parent/Carer,

Attendance at school

At Baldernock Primary School, we value the importance of good attendance and time keeping as this helps support pupil's academic and social development and ensures they stay on track in learning to reach their fullest potential. We want to work with our families in a supportive way to make sure our pupils attend school every day. East Dunbartonshire Council has created a new Attendance and Absence policy which all schools will be implementing this session. As a leadership team, Mrs Meldrum and I meet monthly to monitor attendance and late coming across the school. From next month, as part of our attendance monitoring programme, we will be sending out letters to families where pupil attendance has fallen below 90%. This will give you an opportunity to see patterns of absence and seek any support from the school to improve attendance figures.

Late coming

As part of our monthly attendance meetings, we also monitor late coming. Did you know that if a child is 10 minutes late for school every day, this amounts to the same as losing 6 days of school or 30 hours of learning over the course of a year? If you are running late, please notify the school office in the usual way, so that we can amend our registers. It is really important that if your child is late, and the classroom doors are closed, they enter the school via the main door and report to the office where staff can take a note of their name and record this accurately on the class register. This will also prevent school staff phoning home as they may believe your child is absent.

Reporting absence

It is very important that you let us know when your child is going to be absent from school whatever the reason. Many parents/carers already make sure that we know by phoning the school office before 9.00.a.m, reporting the absence on Parents Portal or be emailing the school. I would be grateful if parents/carers continued to do this as required.

Families can sign up to Parents Portal via the EDC Website, or by clicking on the following link:

<https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/parents-portal>

This portal can be used to notify the school of pupil absence, as well as update contact details and view attendance.

In some circumstances, it might not be possible for you to pre-notify the school of an absence because your child may have become unwell during the night or another reason makes it difficult for you to contact us. If you do not inform us that your child is going to be absent, we are duty bound to take action to find your child and ensure they are safe. This will involve contacting you and, where necessary, your emergency contact(s). **It is therefore extremely important that we have up to date emergency contact information on file.**

Please let us know if any details change so we can update this on our system. If we are not able to contact you or the emergency contacts we have, we will ask the school's Home Link officer to visit your home. In some exceptional circumstances, where we can't make contact with you via the phone or at home, we will contact the Police and/or Social Work.

I hope that you will give full support to this new system. Children who do not attend school, and whose parents/carers have failed to notify the school, can be very vulnerable. It is important that we work together to help keep our children safe from harm.

You can ask for a copy of the Procedure for managing concerns relating to un-notified pupil absence in East Dunbartonshire schools.

This can be obtained from:

Chief Education Officer
Education, People & Business Directorate
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
East Dunbartonshire Council
Tel: 0300 123 4510

Our own Promoting Attendance and Managing Un Notified Absence Policy will be uploaded onto our website.

We look forward to working in partnership with you to promote attendance and good time keeping at Baldernock Primary, as this has such a positive impact on pupil progress.

Kind Regards

Jill Carr
Head Teacher