



Information Update Attendance and Punctuality September 2011

I would like to thank you for your support throughout last session in ensuring your child's attendance at school. Despite exceptionally bad weather and the usual winter bugs, our overall attendance figure for last session was 96%; a good level. However, we fell around 1% behind most of the other schools within the Stonelaw Learning Community. It is important that children do not come to school if they are unwell however our drop in attendance last session is due to an increase in the number of pupil holidays taken within term time. I appreciate that there are often unavoidable circumstances which mean a holiday must be taken during term time but I ask for your support in avoiding this, where possible. Of course we would like to raise our attendance figures but more importantly, we see the impact of lost learning on pupils.

Last year, we started the session with a high level of latecoming which disrupts teaching and learning for all pupils in the class and often leads to distress for children coming to school late on a regular basis. I am pleased to report that there was a marked improvement in punctuality by March/April and so again, I would like to thank you for your co-operation with this. However, I am concerned that already in the first full week of the new term, there is latecoming recorded against 6 out of 12 classes and I ask for your support in improving this situation. Where pupils are late, they do not benefit from the 'settling in' part of the day and often miss vital information and instructions. The other pupils in the class are affected as learning is interrupted. Again, please do not worry if your child is unavoidably late on an odd occasion.

Some important information:-

- All pupils' attendance and punctuality is monitored in schools. Where attendance falls below 90% at Burnside Primary, the Head Teacher will monitor the level on a daily basis and contact parents in order to establish if any support can be offered. Where attendance continues to fall with no valid reason, the Attendance Officer will be notified.
- Parents are asked to contact the school first thing on the morning of an absence. For the safety of children if no contact is received, schools are required to 'make all reasonable attempts' to contact parents in the morning of any unexplained absence. Where contact cannot be made, the school will phone any emergency contact listed for the child. If this is unsuccessful, the Head Teacher will write to the parent asking them to get in touch.
- There are 2 openings each day, one in the morning and the second in the afternoon.
- A child will be recorded as 'late' if he/she is not in class when the register is taken. Teachers also record arrival times as an additional precaution.

- Wet Start
During heavy rain or snow, children can come in to the school building from 8.45 am. They should go directly to their classrooms. There will be a staff presence monitoring in the corridors. Following the bell and the teacher's arrival in class, the register will be taken as normal.

- Latecoming
Children should report directly to the school office if they arrive late for school. It is important that they are recorded in the 'late book' at the office in order that we can account for them. For added security, support staff visit classes by 9.30 am to note any absent children. This information is then matched to that in the late book. This is a system which works well in ensuring the safety of your child.

How can you help?

- Avoid term time holidays where possible and ensure your child is punctual for school.

- If your child is unable to attend school for any reason, please contact the school first thing in the morning. Tell us the specific reason for the absence and a likely date of return. Please update us on each day of the absence. We can be contacted on either 0141 634-1916 or office@burnside-pri.s-lanark.sch.uk

- Please keep the school fully informed of changes to telephone numbers and emergency contact details.

- If you are bringing your child to school late, please leave them at the main door of the school and remind them to report to the school office. Staff will ensure they reach the classroom safely.

As always, if you would like to discuss this information further please do not hesitate to contact us at the school.

Kind regards,

Helen McGarvey
Head Teacher