



# Attendance and Lateness Policy

Culloden Academy is a nurturing school with a positive ethos.

Education Scotland (2021) states *‘All children and young people need to be included, engaged and involved in their learning. Children and young people should be given opportunities to fully engage and participate in the life of their school in order to encourage good attendance.’*

*Schools should actively engage with parents to try to ensure that any barriers to good attendance are removed.’*

There will be a new process where pupils of concern are colour coded on the attendance system. The colour codes are;

- Low level concern. PTG to meet with pupil and inform home.
- Support provided by the school support systems to ensure improvement.
- Support provided by outside agencies such as Social Work, off-site education packages.

## Lateness

- 1- Text message home to alert them to lateness
- 2- Weekly review sent to PTG
- 3- Two out of Five days becomes **Green** on the attendance policy.
- 4- Solution Focussed Meeting with Year Head and PTG.

## Missing from Class

- 1- Registers must be complete and updated within 10 minutes of class starting.
- 2- Registers checked by office staff.
- 3- Office staff to check for missing pupils/ensure they are not in class.
- 4- Text message sent home.
- 5- Next block PTG alerted - contact home
- 6- Contact Year Head