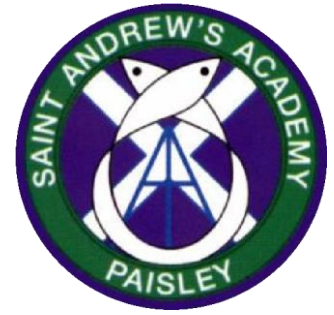


St Andrew's Academy

Attendance Policy



INTRODUCTION

St Andrew's Academy is a denominational school situated in Paisley. We have a school role of approximately 1450 young people. We pride ourselves on our nurturing community and we continuously focus on fostering positive relationships. Our Attendance Policy sets out the framework for the roles and responsibilities we all hold to ensure our young people feel a sense of connectedness and belonging to St Andrew's Academy. It is our aim that all young people can attend school and reach their full potential.

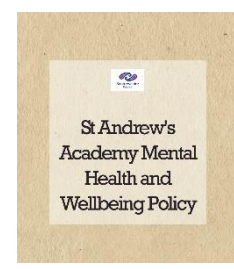
OBJECTIVES

Our strategic objectives to improve attendance in session 2023-24 are as follows:

1. Foster a positive school culture and ethos that promotes positive attendance by **partnership working**.
2. Supportive **systems and processes** for Parents and Carers.
3. **Professional learning and staff development**.
4. Monitor and evaluate attendance data to implement **targeted programmes and interventions**.
5. Connect with our **community charter**.

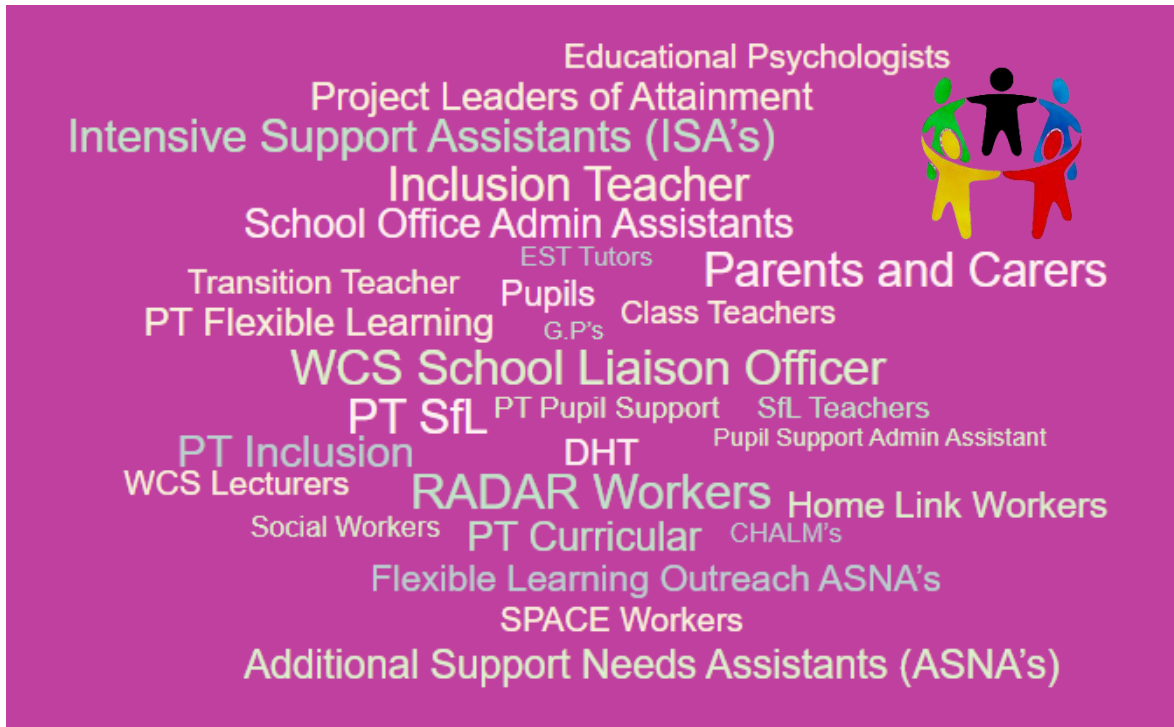
OUR COMMUNITY OF FAITH AND LEARNING

Our Community Charter, Equalities Policy, Anti-Bullying Policy and Mental Health Policy all underpin our Attendance Policy.








1. PARTNERSHIP WORKING

All stakeholders involved will work together to build secure working relationships. Our staged intervention approach will ensure any triggers that may lead to reduced school attendance are identified early and acted upon.



The PT's Pupil Support are here to support our young people and families.

St Andrew's Academy				
PASTORAL CARE STRUCTURE 2022 – 2023				
ST MIRIN	ST MARGARET	ST JAMES	ST COLUMBA	OUR LADY
Mrs Holgan/ Mrs Begg	Miss Williams (Mon) Ms Devine (Tues – Fri)	Mrs Buchanan (Mon - Wed) Miss Giverin (Thurs/Fri)	Mr Fulton	Miss Dowds
				
1.1	1.2	1.3	1.4	1.5
2.1	1.8	1.7	2.4	1.6
3.1	2.2	2.3	2.6	2.5
3.6	2.8	2.7	3.4	3.5
4.1	3.2	3.3	3.7	4.5
4.7	3.8	4.3	4.4	4.6
5.1	4.2	5.3	5.4	5.5
6.1	4.8	5.7	5.8	5.6
6.6	5.2	6.3	6.4	6.5
	6.2	6.7	6.8	

2. SYSTEMS AND PROCESSES

What should I do if my child is absent?

Parents and carers should call the school office on 0300 300 1440 to report an absence, the Office staff will record the reason for the absence and if known the length. Please call in each morning if you are unable to give a date for return. Our school office opens at 8.30am each school day.

What if my young person has an appointment?

Parents and carers should try to make appointments afterschool or at weekends, where this is not possible, please alert the school office in advance if possible. Your young person will be recorded with an authorised absence.

Family Holidays during term time

Family holidays during term time should be avoided where possible. Please make a written request to your young persons Guidance Teacher. This absence may be recorded as unauthorised unless it is an exceptional circumstance.

Absence Text Messages

If a young person is absent and we have not had a call from a parent or carer, texts will sent twice a day, in the morning and in the afternoon to alert you to a pupil absence.

Who can support students with timekeeping and attendance?

The PT's Pupil Support and DHT's are here to support our young people with any issues they may be having.



Mrs McMillan
(DHT)

S4



Mrs Melrose
(DHT)

S3



Mrs McGarvey
(DHT)

S2



Mr McFadden
(DHT)

S5/6



Mrs Caira
(Acting DHT)

S2



Mr Boyce
(Acting DHT)

S1



Mrs Kerr
(Acting DHT)

S1

3. PROFESSIONAL LEARNING AND STAFF DEVELOPMENT

- This session all staff will be given the opportunity to learn about our Attendance Policy during in-service training. We will discuss the importance of promoting good attendance and recording registers at the beginning of lessons.
- We will have a Weekly Focus on attendance to raise awareness among students.
- We will deliver lessons on attendance awareness and supports available to students in Personal Learning and during year group Assemblies.
- We will recognise positive attendance and improvements in attendance by sending out letters and text messages.

4. TARGETED PROGRAMMES AND INTERVENTIONS

- This session we will pilot an attendance tracking spreadsheet to use our data gathered by class registers to track attendance patterns.
 - PT Pupil Support, PT Support for Learning and PT Inclusion will attend a monthly House Group Attendance Extended Support Team Meeting (EST) to monitor individual attendance.
 - Attendance support letters will be posted to offer any supports to parents and carers whose young person's attendance may be declining.
 - We will continue to plan for pupils with barriers to learning and offer school supports via our EST Staged Intervention Framework. Flexible pathways and multi-agency planning will occur as part of our multi-agency planning framework.
 - Pupils with barriers to learning will continue to have individual pupil profiles and strategies to encourage positive attendance will be a feature of these.
 - We will work with families and young people effected by long term absence, to assist with the root cause of the absence. We will use child-centred and solution focused planning to work towards a phased return to school with our Achieve Programme.
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5. COMMUNITY CHARTER

Good attendance gives every young person the best opportunity to achieve their full potential. By following the example of Saint Andrew, we can exemplify his qualities of

- Faith – Our school ethos is based upon Gospel Values, and we should be mindful of this when interacting with one another. Attending school helps young people make friends and feel included.
- Respect and Responsibility – We have respect for all in our school community. Attending school gives young people the best opportunity to take responsibility for their learning and for their health and wellbeing.
- Love and Compassion – We care for all members of our school community and take care of our school environment. We are valued and value others. By attending school young people can improve on their self-esteem and increase their confidence.
- Equality and Tolerance – All members of our school community have equality of opportunity. Attending school helps young people prepare for the world of work and life after high school.
- Kindness and Honesty – We are kind, nice and promote a nurturing environment for all. Attending school helps young people engage in learning with enthusiasm and helps improve and develop social skills.



ST ANDREW'S ACADEMY - OUR COMMUNITY OF FAITH AND LEARNING