



Dear Parent/Guardian

Attendance Tracking Update

Within Lornhill Academy we are very aware of the positive impact that good attendance at school has on the overall achievement and attainment for our young people. Pupil Support staff and Year Heads continually monitor attendance rates across all year groups to ensure our young people have the best possible chance of success in school.

We will be sharing information with parents/carers regularly about your child's attendance at school. This will be shared with you each term to let you know the attendance percentage that your child currently has at that point in the year.

Our aim is for all young people to have an overall attendance rate of 95% or above. This is the equivalent of two weeks absence per year or 62 periods of learning missed. Any attendance rate that drops below this may become a concern to progress in learning if it is not addressed and support provided.

Year Heads and Pupil Support staff will be making contact with parents/carers regarding attendance in the following ways:

Attendance Percentage	Action
95% and above	Termly letter sent home to update on current attendance percentage for the term and attendance monitored throughout the term
90% - 94%	Termly letter sent home and attendance will be monitored every two weeks to implement support if required
85% - 89%	Termly letter sent home, phonecall to discuss absence and support, attendance will be monitored every two weeks and fortnightly message sent to parent/carer with updated attendance percentage
Below 85%	Termly letter sent home, parent/carer invited for a meeting to discuss absence and support, attendance will be monitored every two weeks and fortnightly message sent to parent/carer with updated attendance percentage

We understand that young people may be absent from school for a variety of reasons including, illness, appointments, family emergency etc. The contact with home is to share this information and offer support to parents/carers and young people where appropriate.



Within Lornshill Academy we have a number of young people who have specific learning plans in place for both in school and at home. These plans require regular review and attendance will be one key measure we will use to assess the success of any plan.

The relationship between staff and parents/carers is a key factor in positive attainment and achievement in school. We hope that by sharing this information with you, it will allow us to work in partnership with parents/carers where required to further improve outcomes for our young people.

For parents/carers we would ask for your support in the following ways:

- Discuss your child's attendance figure with them when you receive it and use this to praise their hard work and effort or as a chance to seek support from school.
- Inform us on the day of absence if your child is not going to be in school and let us know the reason why (eg. Illness, family emergency etc). This allows us to code the attendance properly and provide the appropriate support where required.
- Try to arrange any appointments out with school time, if possible, or let us know in advance if your child will be out of school so we can code the attendance appropriately.
- Try to establish a good routine each day so that your child arrives on time, rested and ready to learn.

More information to support attendance can be found by clicking on the links below:

[Scottish Government Information](#)

[Clacks Council Information](#)

We look forward to working closely with you in the coming weeks and months ahead and thank you for working with us to promote good attendance to support the learning, achievement, and attainment of our young people. If you have any further questions then please visit our school website www.lornshillacademy.org and contact either your child's Year Head or Pupil Support PT who will be happy to discuss this with you.

Kind regards,

Phil Arnold
Depute Headteacher