

Baltasound Junior High School Attendance in School



The advice contained on this page is adapted from 'Promoting and Managing School Attendance' from Shetland Islands Council.

Attendance In School

In school we fully understand that if pupils are poorly and unwell, getting better is the priority. And there are many other valid reasons for absence which cannot be avoided.

The aim of this newsletter is for parents to know the importance of good attendance, how schools are expected to categorise absence, the steps schools need to follow when attendance falls below certain levels and how we can work together to improve attendance.

Why Attendance Matters

Regular school attendance is essential for children's learning, wellbeing, and future success. It allows children and young people to learn, make friends, experience new things and develop new skills.

Regular attendance at school helps learners to understand responsibility, learn about the world they live in, build confidence, gain qualifications and to grow as individuals.

The table below shows what attendance percentage looks like in days. For reference, it is useful to know that last year in Baltasound JHS the average school attendance was 96%.

100% attendance	0 Days missed
95% attendance	9 Days of Absence
90% attendance	19 Days of Absence 1 day every fortnight missed.
85% attendance	27 days of absence Almost half a term missed.
80% attendance	36 days of absence. Three quarters of a term missed.
75% attendance	45 days of absence. More or less a whole term missed.

Authorised Absence, Unauthorised Absence and Lateness

Schools must record absence information and information regarding lateness for all pupils.

Authorised absence is when there is a legitimate reason for the request. This includes illness, medical & dental appointments, attending certain activities outwith school, religious observance, attending weddings and others.

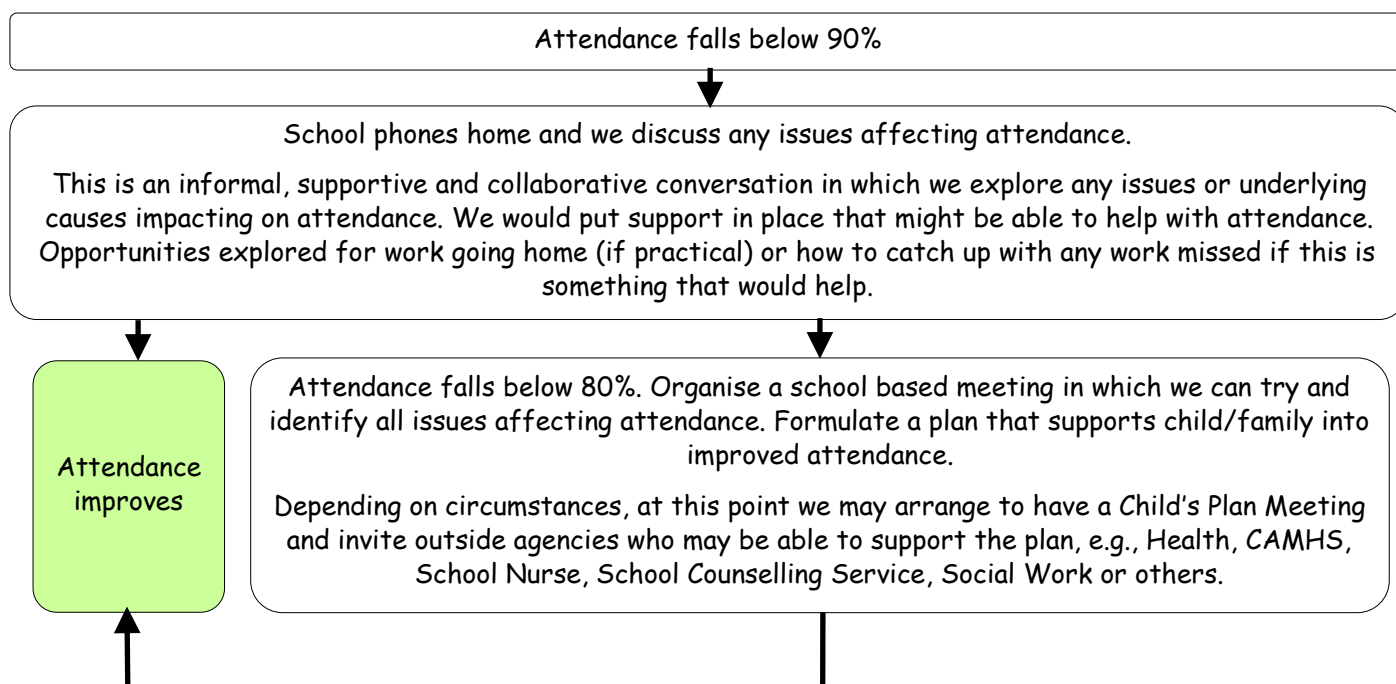
Unauthorised absence includes unexplained absence, term time holidays (outwith exceptional circumstances) and absence not covered by the list above.

Lateness is classed, for Primary 1 upwards, as arriving for school after the school day has started (8.55am).

BJHS VALUES: READY | RESPECTFUL | SAFE

Attendance In School Flow Chart

In school, it is important that we keep accurate records of attendance and when attendance drops below a certain level, we work together with home to address any underlying issues. The flow chart below outlines how this works in practice,



What We Need From Parents & Carers

In the morning of any absence, please contact the school office and share the reason for absence, so we can log this on our system. If we do not receive this information by 9.30am, we will try to make contact with home to find out.

Holidays should be planned around term time (unless exceptional circumstances). There is an Unauthorised Absence Form that needs completed to apply for any holidays which affect attendance in school.

Attendance Tips & Advice For Parents

Morning Routines Help: Keep wake up times to be at the same time. Use alarms or visual checklists if these help.

Sleep Matters: Aim for 8 to 10 hours sleep a night (see Sleep Newsletter). Limit screen time by using parental controls on devices – we can show you how to do this.

Healthy Habits: Start the day with a healthy breakfast or use the Breakfast Club in school—speak to us to see if we can help with this.

When Bairns Feel Unwell: Check the NHS website for advice if you feel your child is too unwell for school. www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Building Positive Attitudes: Regularly ask your child what they enjoyed at school and what was the best part of their school day. Bairns often mirror how adults talk – so if we are positive about school and learning, they will see school as somewhere they want to go and see the value of.

We're Here To Help: If there is anything affecting attendance, speak to us to see how we can help.

At Baltasound Junior High School being **Ready** is one of our school values. Good attendance is a vital part of being **ready** — **ready** to learn, **ready** to achieve, **ready** to make the most of every opportunity school has to offer and **ready** for life beyond BJHS; whether that is the Anderson High School, an Apprenticeship, College or the world of work.

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