

# Fox Covert Primary School



Attendance Policy  
August 2025

It is our aim that our pupils will enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning.

We aim to meet our obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence. This policy sets out our school's position on attendance and details the procedures that all parents must follow to report their child absent from school.

We want our pupils to attend school every day, unless they are really not well enough to. Children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

### **Reporting a child's absence**

It is vital that children develop regular attendance habits at an early age. Schools are obliged to track and monitor pupil attendance. We follow the guidance which is outlined in City of Edinburgh's Attendance Policy.

If your child is unable to attend the school for any reason, you should inform school of the reason on the first day of absence. This can be done in the following ways:

- (a) Phone school by calling 0131 339 33749 and leave a message using the absence line. You should state clearly your child's name, their class and the reason for why they are absent. Please try to provide as much detail as possible as this allows office staff to code your child's absence accurately.
- (b) Email the school using the following address: [admin@foxcovert.edin.sch.uk](mailto:admin@foxcovert.edin.sch.uk) providing their name, class and stating the reason clearly for why they are absent.

Parents should let school know that your child will be absent from school before 9 am. Depending on the nature of your child's absence, you may need to call on more than one day to confirm your child's absence. We are required to record explanations for a child's absence. If there is no explanation given, then the absence will be regarded as unauthorised. If your child has an appointment to attend, please inform school by emailing the admin email account or by phoning the school office. It is important that this is done in a timely manner so that the information can be passed on to the Class Teacher from school office staff.

If your child is absent and their absence hasn't been reported, the school office will phone you to make sure that your child is safe. If we are unable to make contact with you, we will then phone the emergency contacts listed for your child. If we are unable to make any contact with the emergency contacts listed for your child, we will then carry out a risk assessment.

If we haven't managed to make contact with you or your emergency contacts listed by the third day, we will then involve other professionals, e.g. the Educational Welfare Office service to support us in making contact with you.

If school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance. We will also send out a letter to remind parents of the importance of children attending school in line with our monitoring procedures. We are obliged to make a referral to the Educational Welfare Office service if a child's absence falls below 85% and we as the school are not satisfied with the reasons for why a child's attendance has dropped.

### **Appointments**

If your child needs time off school to attend an appointment, parents should inform the school office by email or by telephoning to communicate the details in advance. This will be shared with the child's Class teacher. Please avoid children missing a whole day of school due to attending an appointment as this will disrupt their learning.

### **Late Arrivals**

We ask that you make every effort to ensure that your child arrives in school on time. Persistent lateness is very disruptive to a child's learning. Children should also be collected on time at the end of the day. If there is a change being made to the adult who is collecting your child, you should inform the school office and/or the Class Teacher in advance. Lateness is tracked and monitored in addition to absence. We appreciate that children may be late at times for a variety of reasons. However, it is important to minimise this so that children are not missing out on important learning. School will be in touch with parents should lateness become an issue to discuss this further and to look at putting supports in place where possible.

### **Holidays**

Please try to avoid having family holidays during term time as this will disrupt your child's education and will mean that they miss out on important learning. Please note that if you are requesting leave for family holidays during term time and providing the reason that your employer cannot accommodate leave during school holidays, we require to see evidence of this from your employer. Your request will not be authorised without this. Please also ensure that you keep the office informed of any changes to your contact details e.g. change of address and new mobile numbers.

The majority of family holidays taken during term time will be categorised as unauthorised absence. However, it is acceptable under exceptional circumstances for schools to authorise a family holiday during term time. Such circumstances may include:

**A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.**

The Head Teacher is responsible for making this decision following families sharing their holiday plans and making a request for authorised absence due to the circumstances.

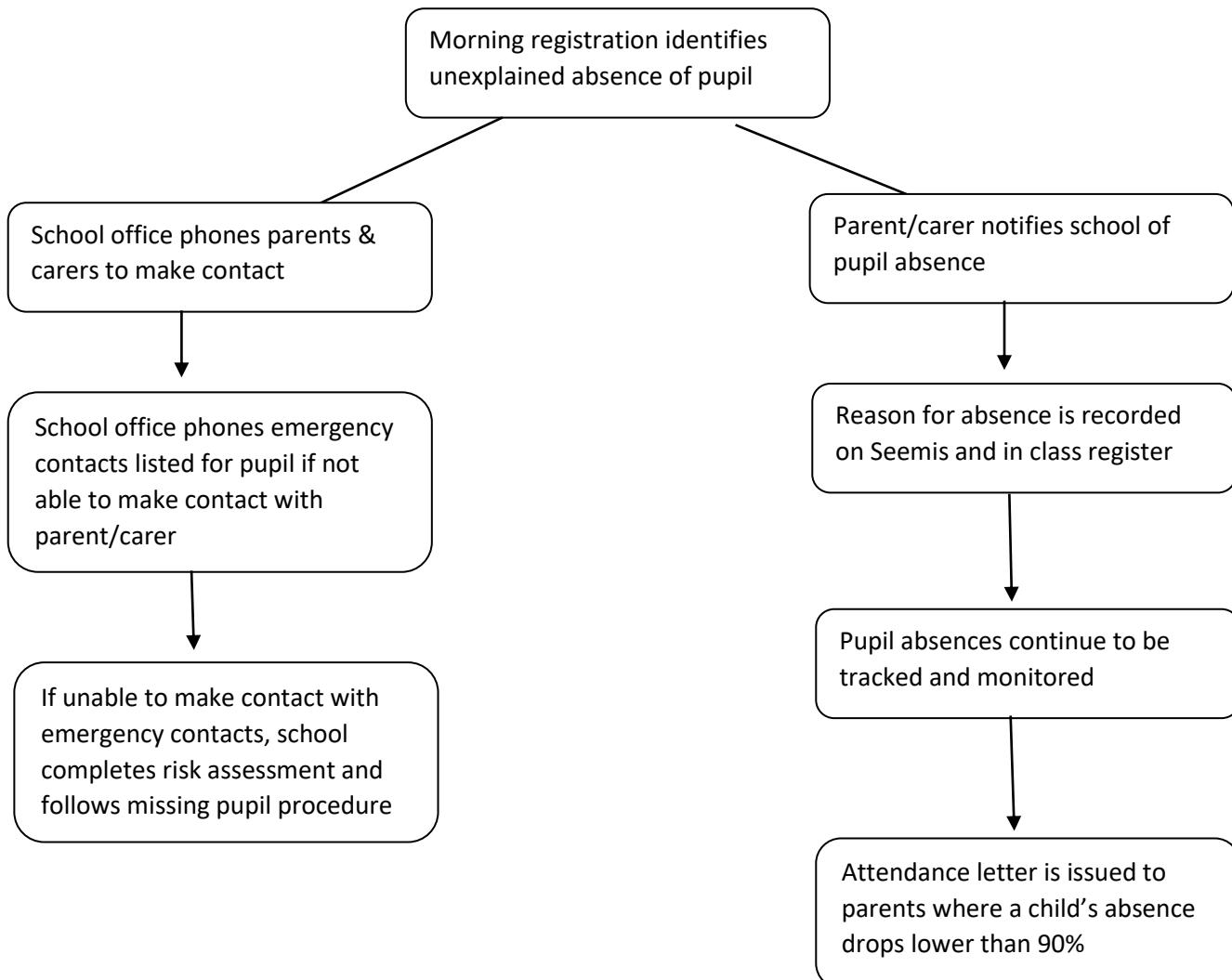
Any requests for extended absence over two weeks will be referred to the Senior Education Manager: Inclusion, who will decide if it will be recorded as authorised or unauthorised leave.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis, is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However, the children and families department has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary. All schools work in partnership with an Education Welfare Officer who may become involved if any child's attendance is causing concern.

In school we have a Pupil Support Officer who may offer additional support to families with getting children into school. This might include collecting them in the morning (on a short term basis) or doing some work to support them with being anxious about school. She is also able to support with

#### **Absence Procedure Flowchart**





## Fox Covert Primary School

# Every Day Counts

To learn  
and achieve

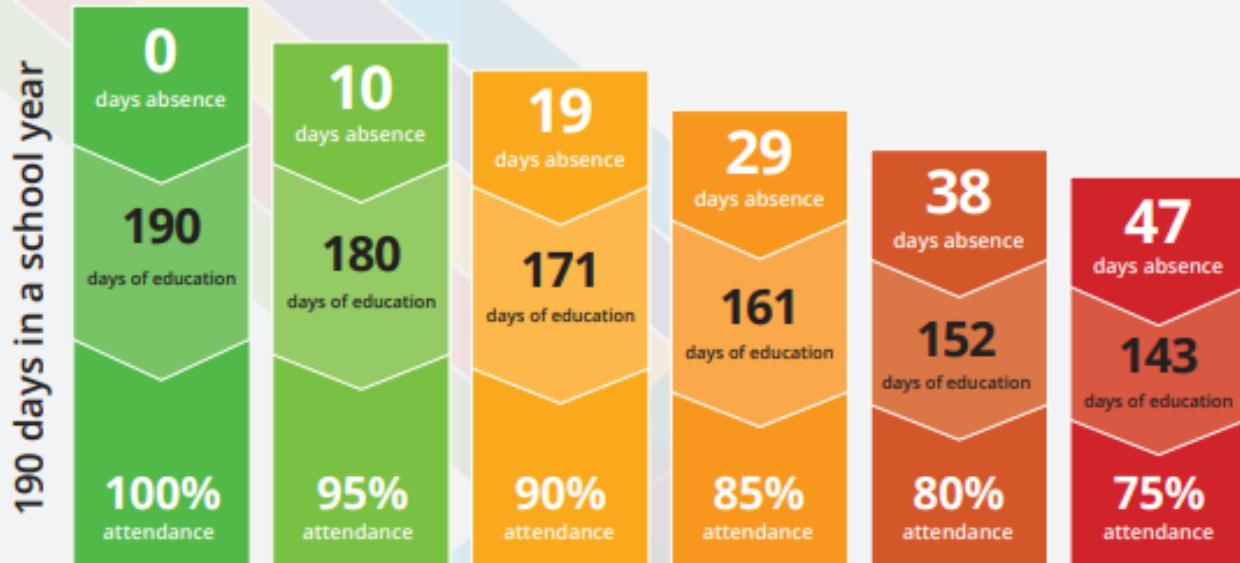
• To have new  
experiences

• To build  
relationships

• To develop  
new skills

### Good attendance at Fox Covert means...

being in school every day, ready to learn.



#### 190 school days in a calendar year...

...this means there are 175 days not in school available for things like appointments and holidays.

#### Did you know?

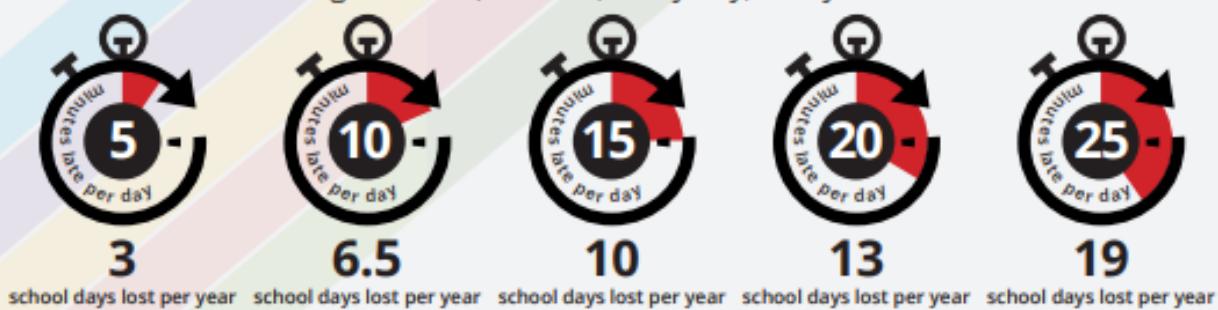
A two week holiday in term time means that the highest attendance you can achieve is 94.7%.

#### Did you know?

If you are 15 minutes late each day you will have missed 2 full weeks of school in one year.

### Good time keeping at Fox Covert means...

being in school, on time, every day, ready to learn.





## Fox Covert Primary School

# Every Day Counts

### Promoting Attendance within our Craigmount Learning Community

#### Planned Absence

If a pupil has a planned absence, the parent/carer should let the school know in advance.

#### Unplanned Absence

If a pupil has an unplanned absence, the parent/carer should let the school know on the first morning the pupil will be absent from school.

### Register taken at the start of the school day

Contact will be made with the parent/carer of any young person absent from school when no reason has been given in advance.

The parent/carer should update the school with the reason for absence.

Any young person arriving after the start of the school day will be recorded as late.

### Monitoring Attendance

Each school tracks and monitors all attendance and lateness monthly.

If overall attendance falls below 90% then contact will be made with the parent/carer. This will be done by the 10th of each month.

If overall attendance falls below 85% then schools will take further action.

After a period of absence, staff will support pupils on their return to school and help them engage with missed learning.

Learning Community headteachers meet each term and will monitor attendance to identify and action any supports.

Kindness • Inclusion • Achievement



25 January 2026

Dear Parents/Carers,

**Attendance Letter 1:**

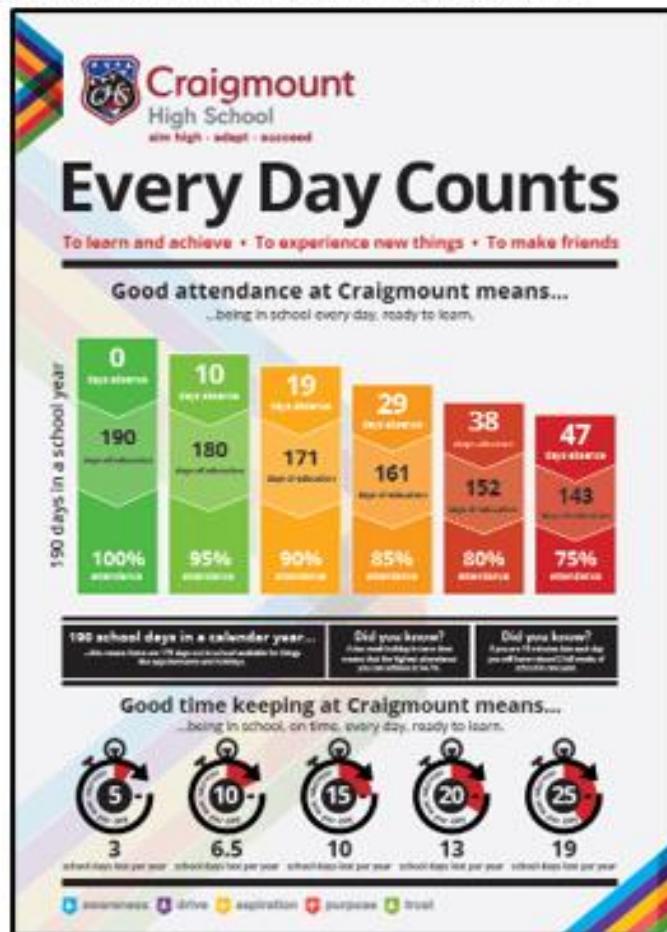
I am writing to let you know that \_\_\_\_\_ attendance is currently sitting at \_\_\_\_\_ %.

The Craigmout Learning Community promotes Every Day Counts (see below). The City of Edinburgh Council expects children's attendance to be 90% or above. If your child's attendance is below that it can have a significant impact on their learning, relationships and achievements.

We will continue to monitor your child's attendance and look forward to seeing it improve. If you would like to discuss your child's attendance or if there is anything we can do to support you, please do get in touch with us.

Yours sincerely,

Douglas Bruce  
Head Teacher



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