

(continued)

- (d) *warn you and defer a decision to prosecute for up to 6 weeks and refer to Reporter;*
- (e) *warn you and defer a decision to prosecute for up to 6 weeks and make an Attendance Order;*
- (f) *warn you and defer a decision to prosecute for up to 6 weeks and make an Attendance Order and refer to the Reporter to the Children's Panel;*
- (g) *prosecute;*
- (h) *prosecute and refer to the reporter to the Children's Panel.*

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخصص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارسیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
Customer Service Centre 01738 475000
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Customer Service Centre 01738 475000

P ejete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny)
Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacadan phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:
Customer Service Centre 01738 475000

All Council Services can offer a telephone translation facility

www.pkc.gov.uk

(PKC Design Team - 2013911)



Keeping Our Children Safe, Secure and Healthy

Attendance Procedures



Advice for Parents 1



Perth & Kinross Council is committed to improving the life chances of all school pupils and to working in partnership with parents to enable their children to achieve success at school and in their future lives. We have a shared duty of care and commitment to keep our children and young people safe, secure and healthy.

It is a parent's legal duty to provide an efficient education, suitable to age, ability and aptitude either by sending the child to school or by other means. If your child attends school, it is an offence for him/her to be absent without reasonable excuse.

Parents and school staff can work together to improve pupils' attendance at school. There are many reasons why children and young people do not attend school, but we are committed to finding solutions to any barriers.

You have received a letter from your child's school as there is concern that school staff would like to discuss. You can help your child improve attendance and help the school understand better by phoning or meeting staff to discuss the concern. There may be information that the school is not aware of that you could share. Your child's school will listen to you and work with you to help support your child's attendance.

- *If you have been asked for notes outlining the reasons for absence, this is because the school needs to know and note reasons for all absences.*
- *If you have already been asked for a reason and have not yet responded, please respond as soon as possible.*
- *If you do not respond, the school may consider referring your child to the Attendance Sub-Committee.*

What is the Attendance Sub-Committee?

This is a committee made up of Councillors and Parent Council representatives, advised by a representative of the Executive Director (Education & Children's Services). The Committee meets regularly and aims to improve attendance of those children whose attendance has dropped to a level that gives cause for concern (without reasonable excuse).

If you are cited to appear before the Attendance Sub-Committee, you will be required to give reasons for your child's absences. Among the decisions the Attendance Sub-Committee may:

- monitor attendance and the case brought back to the Sub-Committee for a review of progress if necessary;*
- refer your child to the Reporter to the Children's Panel;*
- warn you and defer a decision to prosecute for up to 6 weeks;*

(continued over)