



Promoting and Managing Pupil Attendance In Nursery, Primary and Special Schools Guidance, 2022

June 2022

Policy and Guidance Statement

The Scottish Government is committed to supporting and promoting Children's rights under the United Nations Convention on the Rights of the Child. The Education (Additional Support for Learning) (Scotland) Act (2009) requires Authorities to reduce barriers to learning. Aberdeenshire Council is obliged to meet the requirements of The Equality Act (2010) equalities legislation, which protects individuals from unfair treatment and promotes a fair and more equal society.

This Promoting and Managing Pupil Policy and Guidance has been developed by the Promoting and Managing Pupil Attendance Working Group, representing colleagues from Primary Headteachers' Council (PHTC), Aberdeenshire's Secondary Depute Head Teachers with a Pastoral Care remit and Educational Psychology.

The documents have been informed by: [Education \(Scotland\) Act 1980, 2016](#); [Standards in Scotland's Schools, etc. Act 2000](#); [Equality Act 2010](#); [The Children and Young People \(Scotland\) Act \(2014\)](#) and has been shaped by the national [Getting It Right For Every Child \(GIRFEC\) strategy \(2008\)](#).

The guidance documents also aim to meet the recommendations made by the Scottish Government in [Included, Engaged and Involved Part 1: A Positive Approach to the Promotion and Management of Attendance in Scottish Schools, 2019](#)

Contents

1	Scope	4
<hr/>		
2	Context, Purpose and Principles	4
	2.1 Context	4
	2.2 Purpose	4
	2.3 Principles	4
<hr/>		
3	Attendance	5
	3.1 Importance of good attendance	5
	3.2 Impact of poor attendance	5
	3.3 Promoting good attendance	5
<hr/>		
4	Supporting Attendance	6
	4.1 Parental Engagement	6
	4.2 Staff with Pastoral Care Responsibilities	6
	4.3 Curriculum Flexibility	7
	4.4 Staged Intervention	7
	4.5 Emotional Based Non-Attendance	8
	4.6 Providing for pupils during long term illness	8
<hr/>		
5	Managing and Recording Absence	8
	5.1 Managing Authorised Absence	8
	5.2 Gypsy/Traveller Communities	9
	5.3 Managing Unauthorised Absence	9
	5.4 Following up on absence	9
	5.5 Recording Attendance and lateness	10
<hr/>		

6	Managing Daily Absence	10
	6.1 Contact with parent/carer	10
	6.2 Daily Absence Procedures	11
	6.3 Pupils missing from class having attended school that day	11

7	Attendance Monitoring – Fortnightly	12
	7.1 Unexplained absences	12
	7.2 Attendance Concerns	12
	7.3 Persistent Non-Attendance	12
	7.4 Further support documents	12

Appendix 1a – Managing Daily Absence (Primary & Special Schools) Flowchart

Appendix 1b – Managing Daily Absence (Nursery) Flowchart

Appendix 2 – Monitoring and Managing Persistent Non-Attendance

Appendix 3a – No Response to Absence Text Letter

Appendix 3b – Reasons for Absence Letter

Appendix 4a – Attendance Monitoring and Intervention Record

Appendix 4b – Exemplar - Attendance Monitoring and Intervention Record

Appendix 5a – Attendance Letter 1

Appendix 5b – Attendance Letter 2 (EP Involved)

Appendix 5c – Attendance Letter 2 (No EP Involved)

Appendix 5d – Attendance Letter 3

1 Scope

This policy replaces previous attendance guidance, policies and procedures adopted by Aberdeenshire Council, and those developed by individual establishments and extends to all learning establishments.

2 Context, Purpose and Principles

2.1 Context

The Getting It Right For Every Child (GIRFEC) approach to improving outcomes for children and young people, takes a holistic approach to the wellbeing of the child or young person. GIRFEC advocates preventative work and early intervention to support children, young people and their families through the provision of strong universal services, and partnership working with other services when needed. The approach supports children and young people's rights and involves children and young people in any decision that affect them in line with the core principles of United Nations Convention on the Rights of the Child (UNCRC).

GIRFEC emphasises that while children and young people will have different experiences in their lives, all of them have the right to expect appropriate support from adults to allow them to grow and develop and to reach their full potential.

2.2 Purpose

Following the updating of *Included, Engaged and Involved Part 1: A Positive Approach to the Promotion and Management of Attendance in Scottish Schools* by The Scottish Government in June 2019, it was recognised that the current policy predates this National guidance.

The purpose of this 2022 policy and guidance is to define a clear and consistent protocol that schools are to follow when managing pupil attendance, including the monitoring and promotion of attendance. Absence from school, whatever the cause, disrupts learning and this policy and guidance sign-posts schools to resources to support them in addressing wider issues related to non-attendance, reducing and preventing absence.

2.3 Principles

This policy and guidance are based on the following key principles:

- All children and young people have a right to education; and education authorities have a duty to provide education.
- All children and young people have the right to get the support they need to benefit fully from their education and fulfil their potential.
- All children and young people need to be included, engaged and involved in their learning. Children and young people should be given opportunities to fully engage and participate in the life of their school in order to encourage good attendance.
- Schools should actively engage with parents to try to ensure that any barriers to good attendance are removed.
- Schools and partners should work collaboratively to promote and support good attendance.
- The foundation for schools, learning establishments and education authorities is a focus on positive relationships and an inclusive ethos and culture that promotes good attendance. Attendance should not be considered in isolation.

3 Attendance

3.1 Importance of good attendance

Attendance is defined as participation in a programme of educational activities arranged and agreed by the school, including:

- Attendance at school
- Learning out with the school provided by a college or other learning provider while still on the roll of the school
- Educational visits, day and residential visits to outdoor centres
- Interviews and visits relating to further and higher education or careers events
- Debates, sports, musical or drama activities in conjunction with the school
- Study leave for pupils participating in national exams, if arranged by the school during the period of the national examination timetable
- Receiving tuition via hospital or outreach teaching services
- Work experience

Schools should seek to ensure that children and young people attend school or another learning environment for the recommended 25 hrs in primary and 27.5 hrs for secondary schools. [Aberdeenshire - use of part-time timetable guidance](#)

3.2 Impact of poor attendance

The causes and impact of poor attendance are known to be complex and multifaceted. Research demonstrates the potential impact that poor attendance can have.

Poor attendance has been linked to:

- poor peer relationships
- emotional and behavioural difficulties
- poorer employment opportunities
- lower levels of attainment

3.3 Promoting good attendance

Children and young people are more likely to be motivated to attend school when they feel fully included and engaged in the wider life of the school. Families are also likely to encourage full attendance where they feel part of the school community and where schools work alongside them as equal partners. Promoting good attendance is a multifaceted task that requires schools to promote positive relationships within an inclusive ethos and culture. Schools should engage positively with parents to ensure good learning, teaching and assessment with a key focus on supporting additional support needs. They should also work with community partners to ensure that children and young people and their families are supported. Pastoral care staff play a key role in supporting good attendance.

A positive culture and ethos are key in promoting good attendance. Alongside [Aberdeenshire's Relationships, Learning and Behaviour Policy and Guidance](#) and [Aberdeenshire's Promoting Inclusion and Reducing Exclusions in Educational Establishments Guidance, 2022](#), there are a range of whole school approaches which promote inclusion and enable attendance:

- Dyslexia Friendly
- Autism Friendly

- Restorative Approaches
- Solution Focused Approaches
- Nurturing Approaches
- Trauma Informed Practice
- Differentiation
- Total Communication

4 Supporting Attendance

4.1 Parental Engagement

Parental engagement is key to ensuring good attendance. Schools should ensure that they have regular contact with parents through various channels of communication. Parents are key partners in their child's education and it is particularly important that they are aware of their responsibilities and are encouraged and supported to enable their child to attend school. Parents have a legal responsibility to provide efficient education to their child until he or she reaches school leaving age, which they may meet by ensuring that their child attends school regularly ([section 30 of the Education \(Scotland\) Act 1980](#)).

Parents should be given clear information, updated on a regular basis, regarding their responsibility to inform the school if their child will be absent, and to provide current emergency contact information.

4.2 Staff with Pastoral Care Responsibilities

All staff in school have a role to play in promoting good attendance and helping to reduce absence from school.

Staff with a pastoral care responsibility should:

- be aware of early signs or concerns which may cause absence, to allow support plans to be arranged and adaptations and plans to be drawn up as appropriate
- ensure absence does not become a pattern or habit following a specific issue
- develop positive and trusting relationships with pupils and parents to prevent difficulties arising and to ensure difficulties are discussed and resolved when they do take place
- respond quickly to absence, to ensure children and young people are safe and well
- follow up on absence, to enable the school and its partners to make an effective response
- support reintegration into learning on returning from absence

Pastoral care staff have a key role in monitoring, assessing and supporting attendance. They should, where possible, identify patterns and underlying causes for absence in order that these can be addressed as quickly as possible.

4.3 Curriculum Flexibility

Curriculum for Excellence promotes flexibility in the curriculum and allows schools to personalise learner journeys to meet the needs of all children and young people, thus supporting good attendance.

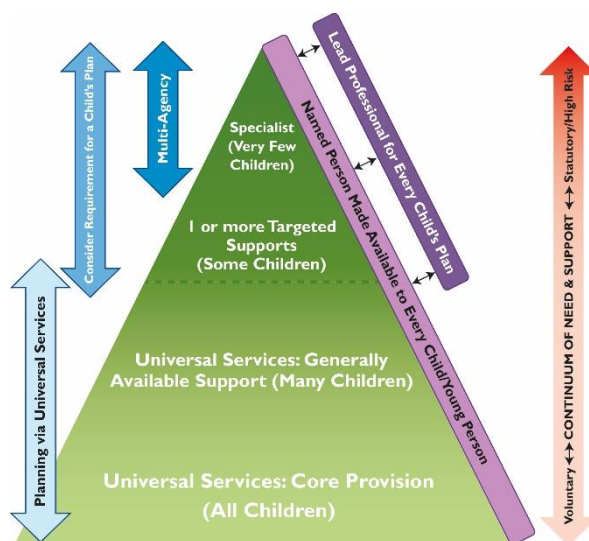
Developing the Young Workforce builds on the foundations already in place through CfE and encourages schools to offer a flexible programme of skills development and vocational experiences, in partnership with other agencies such as careers services, colleges and local businesses to meet individual pupil needs and ensure young people are fully engaged and supporting attendance.

4.4 Staged Intervention

Many issues relating to poor attendance in school, can be dealt with quickly and promptly by school supports and by ensuring that there are positive relationships in place to support children and young people and their families.

There may however be occasions when absence from school becomes a more significant cause for concern. Children and young people may be absent for complex reasons. Every child and young person is unique and while they will all share core needs, they may at different times have different needs reflecting their individual circumstances. Identifying the possible reasons for absence can help the school to determine appropriate supports to put in place.

Whilst individuals never fit neatly into frameworks three broad levels of need can be identified.



Working with parents, children / young people and partner services through the GIRFEC Child Planning process can help identify and find solutions to difficulties before situations escalate. Comprehensive assessment informed by information gathered using the [national practice model](#) and robust planning are particularly important.

Effective collaborative working should facilitate appropriate and proportionate sharing of information about a child's situation and new factors in their lives which have the potential to impact on school attendance. The [GIRFEC](#) Child Planning process should result in a clear

shared understanding of appropriate strategies and supports and provide a mechanism for reviewing and evaluating them over time.

When attendance does not improve through positive strategies in the learning environment, it is important to gain a better understanding of the underlying drivers for this lack of attendance. The Educational Psychology Services can offer support and advice in helping to understand possible reasons for non-attendance, particularly where there is emotionally based non-attendance.

4.5 Emotionally Based Non-Attendance

Emotionally based non-attendance is a 'broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school' (West Sussex Guidance, 2018).

The term 'non-attendance' is used rather than 'refusal' or 'avoidance', as children and young people in this situation often have a desire to attend and aren't refusing or avoiding, they simply feel as though they can't attend. The children and young people concerned often experience emotional upset or dysregulation and may feel overwhelmed. In these instances the easiest way to cope is to avoid school - this is defined as a maladaptive coping strategy.

It is important to understand the reasons behind [Emotionally Based School Avoidance](#) which will be different for each individual. Through robust assessment and information gathering, bespoke support plans can be created to support the young person to attend school.

4.6 Providing for pupils during long term illness

Education authorities are required to make arrangements to support the learning of children or young people with prolonged ill-health ([Section 14 Education \(Scotland\) Act 1980](#)). Within the GIRFEC framework, there should be ongoing assessment by relevant professionals in health and education of the most appropriate education provision to optimise the child's wellbeing in close conjunction with the child or young person and their family. Further guidance can be found in [Guidance on education for children and young people unable to attend school due to prolonged ill health](#).

5 Managing and Recording Absence

5.1 Managing Authorised Absence

Schools may authorise absence when they are satisfied by the reason provided. Reasons for authorised absence can include:

- Illness where no learning provision is made (including ongoing mental health concerns)
- Medical and dental appointments
- Meetings prior to, and during court appearances and other legal processes
- Attendance at, or in connection with, a Children's Hearing or Care Review, or appointment with another service provider, e.g. social worker
- Religious observance

- Bereavement
- Weddings or funerals of close friends and family
- Participation in non-school debates, sports, musical or drama activities agreed by the school
- Lack of transport – including due to bad weather
- Family recovery from exceptional domestic circumstances or trauma
- Period of exclusion (to be recorded in a separate category)
- Extended leave with parental consent including some young carer activities
- Temporary part-time timetables [Aberdeenshire - use of part-time timetable guidance](#)
- Agreed flexi-schooling arrangements [Aberdeenshire flexi-schooling guidance](#)

5.2 Gypsy/Traveller Communities

Children and young people who are part of a gypsy or travelling family may travel as part of their tradition, their absence should be authorised at their "base school". Where data highlights poor attendance which cannot be explained by family mobility, as with any other pupil schools should explore the reasons behind the attendance pattern with the pupil and their parent/carer. Once the causes are understood, schools can work with the pupil and their family to support improved attendance and address any other concerns.

Further information on supporting Gypsy/Traveller Communities can be found [here](#)

5.3 Managing Unauthorised Absence

Schools should record absence as unauthorised when they perceive that there is no valid reason for the absence provided.

These absences can be categorised as:

- Absence with parental awareness in specific circumstances
- Family holidays during term time
- Occasional absence without parental awareness
- Longer term absence – school, home & wider community issues
- Absence relating to substance and alcohol misuse

5.4 Following up on absence

If a child or young person's absence is authorised through parental contact, then an expected date of return to school, or further advice from parents, should be noted. If discussions between the parent, pupil and member of staff responsible for pastoral care are required to resolve any issues, then these should be arranged as soon as possible and should not wait for the child or young person to return to school, especially if there is a concern for which additional support may be required.

If a child or young person returns to school, but a pattern of absence is noted, then it is important that the school continue to work alongside parents to resolve any issues and build positive and trusting relationships between the home and school. GIRFEC processes should underpin any work that is necessary to improve attendance and in turn attainment and achievement.

5.5 Recording Attendance and lateness

Primary and Special schools should record attendance on SEEMIS twice per day (start of morning session and start of afternoon session). This attendance register must be completed within 10 minutes of the start of each session by the class teacher. This includes visiting specialist teachers, supply teachers and 'cover' teachers.

Although there is no legal requirement for children to attend nursery school, all pupils enrolled in Aberdeenshire Council's nursery provision will be subject to the same attendance monitoring as those attending Primary school.

The register must be taken at the beginning of each nursery session. Where a nursery pupil is not expected to arrive at the planned session start time, the pupil will be identified as absent if they have not arrived 30 minutes after their personal expected start time.

Lateness

Where a child or young person arrives in school at a point later in the day, SEEMIS must be updated with this information using the appropriate 'Late' code depending on when the child arrived in school. i.e If they arrive during the first half of the morning or afternoon session this should be coded as a L1 for the opening. If arrive in school during the second half of the opening (morning or afternoon session), this should be coded as a L2.

Schools should monitor persistent late coming and seek to identify any patterns. This should be linked to other relevant information and be used to inform appropriate intervention.

6 Managing Daily Absence (Appendices 1a (Primary and Special Schools) and 1b Nursery))

6.1 Contact with parent/carer

If a child does not attend school, the absence should be checked against details of contacts made by parents/carers. If a parent/carer has not advised the school their child will be absent, then it must be assumed that they are unaware of the absence and that the pupil is either missing or absent without parental awareness. This should be recorded as unauthorised absence (to be confirmed – tbc), until an explanation is received from the parent or carer.

6.2 Daily absence procedures

A text message should be sent via GroupCall to the main parent contact to inform them of this absence. These messages must be sent no later than 9.30am (30 minutes after the expected start time for Nursery pupils) that day.

In most circumstances, this message will result in the parent/carer contacting the school to explain the absence, either by responding to the text message or calling the school.

When school is unable to contact parent/carer

If the school receives no response to the text message by 9.45am, action must be taken to satisfy the school that the child or young person is safe and well. The record of absence should be passed to the relevant/appropriate member of staff who will plan next steps. This

member of staff will consider the information in the light of known attendance issues, support needs or current concerns about the child or young person.

Looked After and Vulnerable Children/Young People

In the case of looked after or vulnerable pupils, when the child or young person does not attend school, this should always be followed up promptly.

Vulnerable pupils by definition include those who are:

- Currently on the Child Protection Register
- Subject to ongoing (or recent) Child Protection investigation(s)
- Looked After Children
- At risk of conducting themselves in a manner that may have a serious impact on their own health, safety and/or development and that of others

If the school receives no response to the absence text message by the end of day, an email should be sent to the main contact parent/carer at the end of day following up this absence (**Appendix 3a**)

Where appropriate it is important that parents are made fully aware of the importance of informing the school if there is to be a planned absence.

It is important that unexplained absences are followed up to identify reasons for absence and also if any support is required for that child/young person. As part of a fortnightly Attendance Monitoring procedure, all outstanding absences, i.e. those where no explanation for absence has been given, should be collated and an email sent to the parent/carer requesting reason/s for the absence/s (**Appendix 3b**)

6.3 Pupils missing from class during the day

When a pupil has been in school that day but is 'missing' from their class at a later point, the relevant/appropriate member of staff should be informed immediately and an attempt to locate the pupil through knowledge of any current situation for that child. If the pupil cannot be located, the pupil's parent/carer should be contacted by telephone and next steps planned. (**Appendices 1a & 1b**)

In both cases of absence (start of day or during the school day), it may be that Child Protection Procedures are required to be followed.

Following an unexplained absence (start of day or during day) it is important that this is followed up by the member of staff responsible for pastoral care to identify reasons for the absence and also if any support is required for that child/young person. Close monitoring of the pupil's attendance should also take place through the fortnightly attendance monitoring process.

Where appropriate it is also important that parents are made fully aware of the importance of informing the school if there is to be a planned absence.

Please note that the following section is not required for Nurseries due to there being no legal requirement for a child to attend nursery provision.

7 Attendance Monitoring - Fortnightly

7.1 Unexplained absences

On a two-weekly basis, any unexplained absences for a child/young person should be collated and an email sent to the parent/carer requesting an explanation for the absence/s (*see Appendix 4d*).

7.2 Attendance Concerns

SEEMIS Attendance Reports should be generated on a two-weekly basis to enable monitoring of changes in attendance which are concerning. Close monitoring on a fortnightly basis must take place of all “Looked After Children”.

A concern in attendance may include the following, please note this list is not exhaustive:

- Overall attendance dropping below 90% (attendance rates need careful consideration during Term 1 of a session as a 2-3 day absence can have a significant impact on overall attendance rate)
- Gradual drop in attendance over a period of time
- Sudden drop in attendance
- Patterns of non-attendance, e.g. every Tuesday

When an Attendance Concern is identified, an Attendance Monitoring and Intervention Record should be opened. This record is used to plan support and log interventions. Within Latest Pastoral Notes the ‘Attendance’ drop-down should be used to log this information. A hardcopy Attendance Monitoring and Intervention Record (*Appendices 4a & 4b*) can be used as an alternative and held within the child’s PPR.

7.3 Persistent Non-Attendance

Where there is a continuation of a decrease in attendance, steps must be taken to support the child/young person to attend school. This support will initially be on single agency basis, but there may be a requirement for it to progress to multi-agency should there be no improvement in attendance (*Appendix 2*).

Schools will understand and take into consideration the individual circumstances when making decisions on the most appropriate steps to support individuals. This policy guidance and supporting documents provide the structure to support schools when required.

7.4 Further support documents

[GIRFEC Guidance Link](#)