



Guidance on Managing and Promoting Pupil Attendance

In ELC, Primary, Secondary and Special Schools in Aberdeen City

Version July 2023



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Rationale

Regular punctual attendance will establish good habits that will support children and young people throughout their lives and help them reach their potential. As an Authority, we aspire for 100% attendance. Attendance at school should be clearly linked to overall approaches to promoting positive relationships and behaviour. Staged intervention structures and schools' ethos, cultures and values are fundamental to promoting positive relationships and behaviour.

This procedure is written to adhere to the legislation, guidance and policy found in [Appendix 1](#).

Aims of guidance

- Promote good attendance and punctuality, reduce absence, including persistent absence
- To reduce short term vulnerability caused by non-attendance at school and long-term vulnerability caused by the missed entitlement to education
- Encourage early action to address patterns of absence by working with pupils, parents/carers, education practitioners and multi-agency professionals
- Ensure parents/carers understand their legal responsibilities and the importance of uninterrupted attendance and punctuality at every stage of a child's education, fulfilling UNCRC Article 28 - children and young people have the right to education no matter who they are

Vulnerability

Consider within the context of risk of significant harm and wellbeing concerns. Including but not limited to children who:

- are on the Child Protection Register or are the subject of child protection concerns
- have Additional Support Needs
- are the subject of wellbeing concerns related to: Development, Inclusion, Participation, Attendance or Engagement
- are open to Children's Social Work
- are care experienced
- may be affected by another person in their home, such as a Young Carer

Staff should exercise professional judgement when assessing risk in relation to non-attendance and seek advice if appropriate.

Definition of Attendance

The **Scottish Government (2010)** in **A Guide for Parents About School Attendance** states that attendance is participation in a programme of educational activities arranged and agreed by the school including:

- Going to college or to another unit outside the school
- Visits to outdoor centres; this could be for the day or for residential
- Interviews and visits to do with college or careers events
- Sports, musical or drama activities organised by the school in school hours
- Study leave during the National Exam timetable
- Going outside the school for support with learning or behaviour if it is arranged or agreed by the school
- Getting tuition if your child is in hospital or tuition at home if this has been agreed
- Being on work experience

Schools should seek to ensure that children and young people attend school or another learning environment for the recommended 25 hours in primary schools and 27.5 hours for secondary schools.

Recording Attendance

The duty to record absences is outlined in the **Schools General (Scotland) Regulations 1975** which states that the Head Teacher of every school shall, in respect of each morning and afternoon of every school day, record in the attendance register the absence of any child or young person whose name is contained in the attendance register

There is no legal requirement for children to attend ELC, however all pupils enrolled in an Aberdeen City Council ELC provision will be subject to the same attendance monitoring routines as those attending primary school. This does not mean that parents/carers will be subject to attendance procedures for non-attendance of a nursery aged child but that their attendance will be monitored.

All Aberdeen City's Council schools use SEEMiS to record pupil attendance and punctuality. In exceptional circumstances where staff are unable to access SEEMiS, a paper copy of the register should be completed, and the office contacted to alert to any absences. Completing an attendance register is the responsibility of the class teacher or designated ELC staff. This includes visiting specialist teachers, supply teachers and 'cover' teachers.

- In primary and special education schools, attendance **must** be recorded on SEEMiS twice per day, first thing each morning and again after lunch, **within 20 minutes of the start time**. An accurate register of the attendance of nursery aged children **must be taken at the beginning of each session**
- In secondary schools, period by period attendance **must be recorded within 10 minutes** of the start time on SEEMiS, enabling the early identification of children and young people who are out with the view of education staff
- For all children and young people who attend a 'host school' for education provision the 'host school' must record attendance data on SEEMiS. The onus is then on the 'host school' to contact the 'home school' to inform them of any unexpected absence, whilst responsibility of maintaining accurate attendance records lies with the 'home school', as does adhering to attendance procedures. The onus is on the 'home school' to seek and document agreement on the above points
- For all children and young people who have an agreed alternative curriculum where learning may be delivered out with school by other providers the onus is on the provider to contact the school when the pupil is absent or late

It is the responsibility of the school to seek an agreement with the provider and within this agreement it must be documented that:

- registration should be **completed within the first 10 minutes** of the defined period to allow for early follow up of missing pupils
- if a pupil is absent from an alternative provision and reappears, school must be informed; and
- the school office will record period by period attendance for secondary aged pupils for the agreed duration of the alternative provision.

Authorised and unauthorised absence

Schools may authorise absence when they are satisfied by a legitimate reason, usually from parent/carer or self-certified (via a note, email, or phone call) or by another service provider (via a note, appointment card or phone call). Schools must record absence as unauthorised when they perceive that there is no valid reason for absence provided. The reasons for absences are coded, using codes in [Appendix 4](#).

For children and young people who are care experienced, the authorisation of absence for exceptional domestic circumstances should be considered carefully with multi-agency partners to consider whether absence from school is in fact beneficial. The school and partners should ensure that appropriate supports are in place.

All staff monitoring attendance are aware of children and young people identified as being vulnerable to enable them to act upon absences swiftly to reduce risk.

Managing Attendance

At enrolment, parents and carers must be issued with Aberdeen City Council's Promoting Positive Attendance leaflet explaining the importance of good attendance.

- Absence should be explained in advance where possible e.g., to attend a hospital appointment
- Where a child or young person is required to leave school during the day, parents/carers must provide the time they will be collected, who they will be collected by and at what time they are due to return
- If the parent/carer wishes the child or young person to travel unaccompanied to the appointment, this should be explained in writing (e.g., letter, email, SMS)

Where concerns exist about the authenticity of explanations received, schools must follow up accordingly.

Secondary schools must be mindful of Data Protection and information sharing guidance under GDPR when managing pupils' appointments and absences post the age of 12 years. Careful professional judgement must be exercised where details of attendance information are to be shared with parent/carers. Professionals must carefully weigh up the rights of the child to confidentiality against any risk of significant harm. Where there is no risk of significant harm only unauthorised absences should be reported to the parent/carer.

When a young person is aged 16 years and above, they are deemed responsible for their education and can thus self-certify for absences. However, where they are considered to be a vulnerable young person, professionals must carefully consider any risks to the young person and their capacity to self-certify. A record of this must be kept.

Each school must develop a clear system of signing in and signing out of pupils to ensure that staff know who is present in the building at any one time.

Responding to 1st Day Unexplained Absence

When a pupil is marked absent and no advance notification has been received, parents/carers will be contacted by telephone or Groupcall no later than 9.30am. Should any communication regarding the absence raise a cause for concern this should be passed on to the named person to follow up accordingly. Child Protection processes must be considered.

[See Appendix 2 – Process Charts - “Chart A: Responding to Absence”](#)

Monitoring Attendance

Attendance of all children and young people will be monitored on a fortnightly basis by identified members of staff. All unexplained absences (TBC) must be confirmed with parents/carers and converted to the appropriate code **within 3 days**.

Where attendance falls below 90% further action is required.

[See Appendix 2 – Process Charts – Chart B: “Managing Attendance”](#)

Dealing with Persistent Non-Attendance

Following the [ATT 1](#) letter, unless accounted for by a single period of authorised absence, where there is little or no improvement within a four- week time frame, the school should carry out an assessment and any associated action planning involving parents/carers and where appropriate, the child or young person. The action plan must be captured in the child's plan format and held within the SEEMiS Wellbeing application see [Appendix 6](#). At this stage, the Home School Liaison Officer (HSLO) must be involved. Where a child or young person is open to Social Work this must be communicated to the relevant Team/Unit.

The purpose of all subsequent meetings is to review the assessment and plan, in order to identify what has worked well and what requires further consideration. The parent/carer and child/young person will be advised of the consequences of persistent non-attendance and formal statutory procedures which may follow.

- All correspondence related to [ATT1](#) and [ATT2](#) is via email (with PDF documents attached)
- Correspondence for [ATT3](#) and above should be via post

If, four weeks after [ATT 4](#) is actioned attendance does not improve, the Head Teacher signs a certificate of attendance and issues a **Notice in Terms of Section 36 of the Education (Scotland) Act 1980** by recorded delivery post and ordinary post requiring the parent/care to appear before them to explain the reason for the pupil's non-attendance. The meeting must take place not less than 48 hours and not more than seven days after service of the Notice. A copy of the certificate of attendance should be sent with the Notice. Schools must retain evidence of service of the section 36 Notice (delivery slip). The 1980 Act also permits service of a Notice by delivery to the 'parent' or by leaving it at the parent's home address. If the Notice is hand-delivered, a witness should attend, and a certificate of service signed by both the person serving the Notice and the witness.

The Head Teacher may be accompanied at the meeting by the named person (if different), (HSLO) and any other relevant personnel, for example a social worker if a child is open to the service, however, the decision is the responsibility of the Head Teacher alone. The Head Teacher may choose to seek support and advice from their Quality Improvement Officer and/or Legal Department.

If the parent/carer attends the **Section 36 meeting**, an opportunity must be given to explain the reason for the absence of the child or young person from school. The action plan should be updated to reflect the meeting and record any parental/carer explanation for absence.

If the parent/carer fails to attend the **Section 36 meeting** or does attend but fails to satisfy the Head Teacher that there are justifiable reasons for absences, they may:

- postpone the decision to report the circumstances to the Procurator Fiscal for a period not exceeding six weeks, if they are confident that this would allow for the interventions contained within the Child's Plan to make a significant impact upon attendance. *Note, where the decision to postpone is taken, an Attendance Order may be made;*
- report the circumstances to the Procurator Fiscal;
- instruct prosecution forthwith;
- consider whether a direct referral should be made to the Children's Reporter, based on information provided in the Short Practitioners Guide to Referring to Scottish Children's Reporter Administration (SCRA). This guide will enable Head Teachers to ensure that any decision to refer to SCRA is appropriate and proportionate to the cause for concern. Direct referral to the Reporter is an [ATT 5](#). A copy of this must be sent to the parent/carer also.

If the decision is taken to postpone further action the Head Teacher must set a review date not exceeding six weeks and if there is no evidence of significant improvement, one of the other actions listed above must be taken.

If the Head Teacher decides to postpone the decision to prosecute, they can make an Attendance Order in respect of the child or young person, requiring them to attend a specific school. Breach of an Attendance Order is a separate offence but only absences which have occurred since the Attendance Order was made can be used in evidence in any truancy prosecution for this reason.

Where an Attendance Order has been ineffective in improving overall attendance, it is open to the Head Teacher to convene a new Section 36 meeting and instruct prosecution straight away which can take into account all past absences as evidence.

Whatever decision is taken, the parent/carer must be notified by recorded delivery letter, [ATT6](#).

Parenting Orders

Section 42 of the Education (Scotland) Act 1980 – Reasonable Excuses

It is a reasonable excuse to fail to attend if -

- a) there is no school within reasonable walking distance and the education authority has not provided transport to another school;
- b) the child has been prevented from attending school through sickness;
- c) there are other circumstances which in the opinion of the education authority or the Court, offer a reasonable excuse;
- d) if the child is prevented from attending the school through sickness, the authority can require the child to be examined by a medical officer of the local Health Board; and
- e) in the event of a conviction following prosecution a fine of up to £1000, a sentence of imprisonment for one month, or both can be imposed.

Managing Persistent Non-Attendance related to Medical Concerns

Where a child or young person is prevented by illness from attending school or receiving an education, then there is a 'reasonable excuse' for failing to send them to school or failing to educate them by other means. However, where a parent/carers alleges that the child is prevented by illness from attending school, and the school has concerns regarding the authenticity of such claims, the Education Authority can request that the parent/carers permit the child to be examined by a medical officer of an appropriate Health Board, usually NHS Grampian. Failure of the parent/carers to permit to such an examination is itself a criminal offence under the **Education (Scotland) Act 1980 section 42(3)**. Where a school considers a request of such a medical examination appropriate, they must first consult with their Quality Improvement Officer and seek advice from Legal Services.

Where a child has capacity to agree to such a medical examination, this can only be carried out if the child consents. A child with capacity (presumed over 12) could therefore veto an examination even if their parent/carers permits same.

Lateness in ELC, Primary, Special School Provision and Secondary School

Lateness is a problem which causes significant disruption to the learning of children and young people. A variety of approaches to tackling lateness to school are required in order to be effective.

These should include:

- an explanation of the importance of and value placed on good time- keeping and the promotion and modelling of punctuality by all school staff;
- engagement with the wider school community to generate support and enthusiasm; and
- sharing information on the importance of quality sleep during development, and advice on how to support this.

A consistent approach to responding to instances of latecoming across all Education and Children's Services establishments is required. This will help to ensure that pupils and parents/carers feel fairly treated.

Tracking Persistent Lateness

When a pupil arrives late, this should be coded in SEEMiS. SEEMiS will automatically calculate the coding as Late 1. If the pupil arrives after mid-morning interval, Late 2 should be inserted by the school. Please note that this is not automatically calculated by SEEMiS.

In primary and secondary schools, Late 1 should be used to record morning lateness until mid-morning interval. Thereafter, Late 2 should be used. In the afternoon session, arrival up until 2.30pm should be coded with Late 1, and Late 2 thereafter.

If a pupil has a medical issue which routinely impacts on punctuality, this should be referred to the named person.

For children and young people who require a more flexible approach to the timing of their education, as evidenced in their single or multi-agency child's plan or Young Carers Statement, clear and appropriate boundaries should be agreed in accordance with need. Attendance patterns should be entered into SEEMIS using the planned patterns function.

It is inappropriate to issue a punitive sanction to any child or young person who arrives late to school.

On occasions where a pupil is late to arrive due to issues with transport provision (e.g., transport break down) then the code ABS should be used initially and amended to LAT (J) or LT2 (K) should the pupil arrive.

Each incident of lateness must be recorded on SEEMIS. Lateness must be monitored by schools and appropriate and proportionate interventions planned, which may result in a Single or Multi-Agency Assessment.

See [Appendix 3](#) - for letter template to be used if you have ongoing late arrivals, for example, if a child or young person is late three times in any two-week period.

Transfer of PPRs and Removal from Register

When a pupil moves school, the pupil should remain on the register until a copy of the pupil's PPR is sent to the receiving school or until such time as the school is authorised to remove the pupil from the school register by a QIO. The school should retain the PPR in all cases, including where a pupil moves overseas, until asked to send a copy of the PPR onwards.

Until the child is removed from the register, non-attendance should be registered as Exceptional Domestic Circumstances (unauthorised) – DCU. Once the date of enrolment at a receiving school is confirmed the child's removal from the school register should be backdated to that date.

Transition from Primary 7 to S1

The transition of all PPRs should take place within the last week of term before the summer holidays to ensure records are available at the start of secondary. If the pupil does not appear following the summer holidays at the expected secondary school the PPR should be returned to the primary school within 3 days and the Children Missing from Education protocol should be considered, along with Child Protection protocol.

Appendix 1 - Legislation, Guidance and Policy

This document is written to adhere to following legislation, guidance and policy;

Education (Scotland) Act 1980 Section 30

It shall be the duty of the parent of every child of school age to provide efficient education for him suitable to his age, ability, and aptitude either by causing him to attend a public school regularly or by other means.

Education (Scotland) Act 1980 Section 135

The definition of a parent 'includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1 (3) of the Children's (Scotland) Act 1995) in relation to or has care of a child or young person.

The Standards in Scotland's Schools etc. Act 2000, Section 1, clearly states:

'It shall be the right of every child of school age to be provided with school education by, or by virtue of arrangements made, or entered into, by, an education authority.'

The Education (Additional Support for Learning) (Scotland) Act 2004 requires education authorities and other agencies to make provision for all pupils who require additional support to overcome barriers to their learning.

Providing additional support may help children and young people to engage more fully with school and promote good attendance. A Co-ordinated Support Plan (CSP) may be required for some children and young people.

This right is also defined in Article 28 of the United Nations Convention on the Rights of the Child.

The **Children and Young People Act (Scotland) 2014** enshrined the **Getting It Right for Every Child** into being. The (GIRFEC) model aims to ensure that every child and young person gets the right help, at the right time and from the right people to become successful learners, confident individuals, responsible citizens, and effective contributors.

Aberdeen City's response to the GIRFEC agenda is clearly set out in the Tiered Intervention Framework which provides a continuum of provision, enabling early intervention.

Supporting Children's Learning; Statutory Guidance on the Education (Additional Support for Learning) Scotland Act 2004 (as amended) Code of Practice (Third Edition) 2017

sets out the responsibility of all Education and Children's Services employees to promote high levels of attendance for those children and young people who have additional support needs.

Included, Engaged, and Involved (2019), Part 1 seeks to explore and address wider issues around the promotion and management of good attendance and the prevention and reduction of absence. In addition to this it seeks to make stronger links between absence and the protection of children.

The **Children and Young People (Scotland) Act 2014, (Part 9)** sets out the role of all staff, as corporate parents, to promote school attendance for Looked After Children. The Designated Manager within the school should be aware of any particular issues (including placement moves) which may impact on attendance and find ways of supporting the child or young person.

Aberdeen City Council's Children Missing from Education Policy (2018) applies to children who are on a school roll but disappear from view and sets out clear protocol for management of these cases.

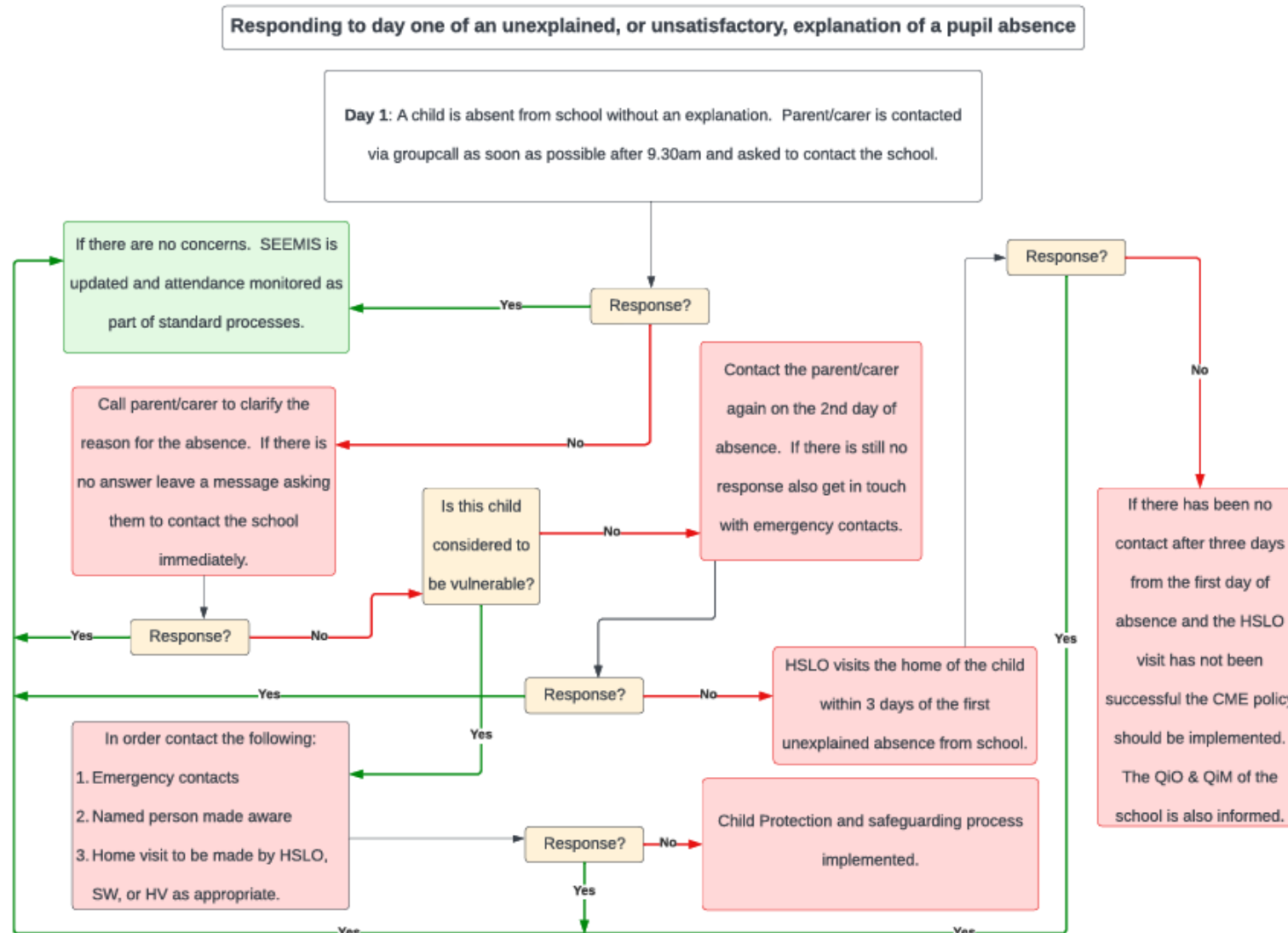
The National Guidance for Child Protection in Scotland (2021) recognises that children and young people are at greater risk when not in school, including those who do not remain on school premises after initial registration.

Part 4 of the National Guidance for Child Protection in Scotland (2021) states; "Significant harm" is a complex matter and subject to professional judgement based on a multiagency assessment of the circumstances of the child and their family.'

Appendix 2 - Process Charts

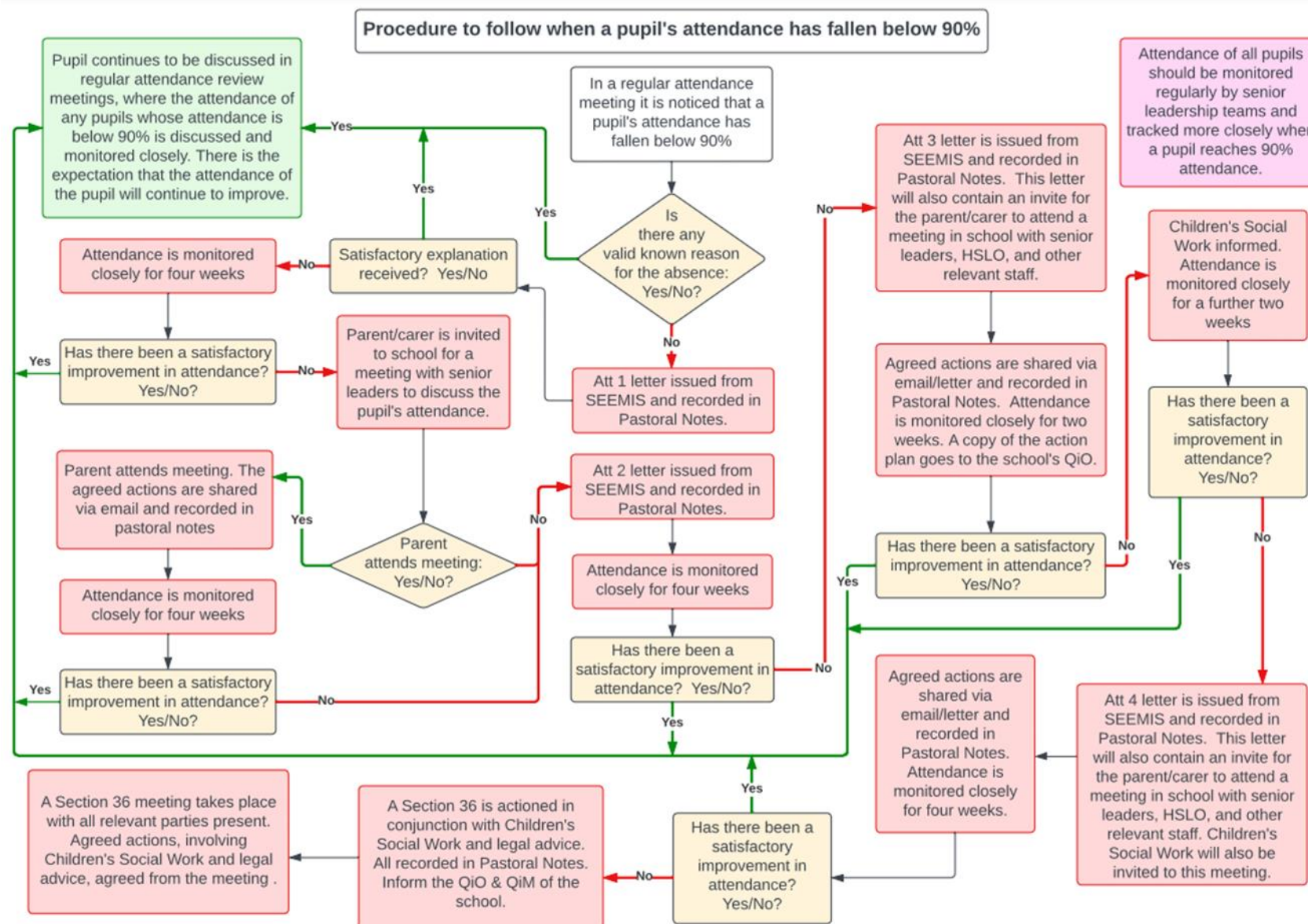
Note that the child protection and safeguarding policy should always be considered when a school is dealing with pupil absence. [Link to Aberdeen Child Protection Policy & Guidance](#)

Chart A: Responding to Absence



Note that the child protection and safeguarding policy should always be considered when a school is dealing with pupil absence. [Link to Aberdeen Child Protection Policy & Guidance](#)

Chart B: Managing Attendance



Appendix 3

Letter ATT1

Today's Date (dd Month yyyy)

Parent/Carers Address

Dear **Parent/Carers**

ATT.1 **Childs Forename Childs Surname Childs Date of Birth**

(Enclose Pupil's Individual Attendance Summary)

I note from our records that **Child's Forename** attendance at school has fallen below 90%, as per attached report.

I realise that there are several reasons why, from time to time, a child may be absent from school. Please contact me as soon as possible to discuss these absences and how we may plan a way forward to support **Childs Forename's** attendance.

I look forward to hearing from you.

Yours sincerely

(Insert HT/DHT Name & Title)

Letter ATT2

Today's Date (dd Month yyyy)

Parent/Carers Address

Dear **Parent/Carers**

ATT.2 - Childs **Forename Childs Surname Childs Date of Birth**

(Enclose Pupil's Individual Attendance Summary)

Further to my previous letter (ATT1) I note from school records that **Child's Forename** has failed to attend school regularly without reasonable excuse. This attendance is being monitored and is currently **Attendance** %. In terms of the Education (Scotland) Act 1980, it is your duty to ensure that **Child's Forename** attends school regularly.

If you consider that there is a reasonable excuse for **Childs Forename's** non-attendance you should advise me immediately. Regular attendance at school is essential if children and young people are to make progress with their learning and reach their potential. There is clear evidence that children who do not attend school regularly perform less well than they should.

If there are challenges in ensuring that **Childs Forename** attends school, please discuss these with the Home-School Liaison Officer or contact the school office. If any future absences are necessary, please ensure that you inform the school as soon as possible.

I look forward to seeing an immediate improvement in **child's name** attendance.

Thank you for your support,

Yours sincerely

(Insert HT/DHT Name & Title)

Letter ATT3

Today's Date (dd Month yyyy)

Parent/Carers Address

Dear **Parent/Carers**

ATT.3 Childs **Forename Childs Surname Childs Date of Birth**

(Enclose Pupil's Individual Attendance Summary)

Further to my previous letter (ATT2) I note from school records that **Childs Forename** has failed to attend school regularly without reasonable excuse. This attendance is being monitored and is currently **Attendance** %. In terms of the Education (Scotland) Act 1980, it is your duty to ensure that **Childs Forename** attends school regularly.

It is disappointing to note that there has been no significant improvement in **Childs Forename's** attendance at school since I last wrote to you. It is important we meet to discuss the situation and review our plan to improve attendance. Therefore, I invite you and **Childs Forename** to attend a meeting in school on **(INSERT DATE & TIME)**

I would stress the importance of this meeting for **Childs Forename's** education and look forward to seeing you. If you are unable to attend, please contact me to arrange an alternative time.

Yours sincerely

(Insert HT/DHT Name & Title)

Letter ATT4

Today's Date (dd Month yyyy)

Parent/Carers Address

Dear **Parent/Carers**

ATT4: **Childs Forename Childs Surname Childs Date of Birth**

(Enclose Pupil's Individual Attendance Summary)

(Further to our meeting which took place on) OR (You did not attend the meeting on)

INSERT DATE to discuss the concerns about **Childs Forename's** non-attendance at school, I enclose a copy of the action plan which aims to improve this attendance. Your co-operation with the plan is fundamental.

As previously advised, it is your duty to ensure that **Childs Forename** attends school regularly. Persistent non-attendance without reasonable excuse is a criminal offence. If **Childs Forename's** attendance does not improve, the Education Authority will have no alternative but to implement formal statutory procedures which may result in your prosecution. If found guilty, you may be liable to a fine not exceeding £1000 or a term of imprisonment not exceeding one month, or both. It should also be noted that the Education Authority may refer **Childs Forename** to the Reporter to the Children's Panel.

It is important we meet to discuss the situation and review our plan to improve attendance. Therefore, I invite you and **Childs Forename** to attend a meeting in school on **(INSERT DATE & TIME)**

Yours sincerely

(Insert HT/DHT Name & Title)

Letter ATT5 - Section 36 Letter

Today's Date (dd Month yyyy)

Scottish Children's Reporters Administration
No. 2 The Exchange
62-104 Market Street
ABERDEEN
AB11 5PJ

Dear **XXXXXXX**

Section 36 – Aberdeen City Council

Childs Forename Childs Surname Childs Date of Birth Childs Address

The above-named child has failed to attend **INSERT NAME OF SCHOOL** regularly without reasonable excuse.

Accordingly, I am referring them to you in terms of Section 36(3) of the Education (Scotland) Act 1980. A record of the child's attendance is attached.

(Enclose Pupil's Individual Attendance Summary)

Please let me know whether you require any further information

Yours sincerely

(Insert HT/DHT Name & Title)

Letter ATT6 - Section 36 Meeting Outcome

Today's Date (dd Month yyyy)

Parent/Carers Address

Dear **Parent/Carers**

ATT6: **Childs Forename Childs Surname Childs Date of Birth**

In attendance with Section 36 of the Education (Scotland) Act 1980, I am writing to confirm the decision of the Education Authority of **Today's Date**, in connection with the non-attendance at school of **Childs Forename**.

EITHER

The Education Authority is satisfied that there is a reasonable excuse for your child's non-attendance at school regularly and therefore does not propose to take any action meantime but will continue to monitor the situation.

OR

You have failed to satisfy the Education Authority that there is a reasonable excuse for your child's non-attendance at school and

[the decision is to prosecute you forthwith under Section 43 of the Education (Scotland) Act 1980. Instructions will now be passed to the Education Authority's Legal Officers to raise the appropriate complaint.]

OR

[the decision is to report the circumstances to the Procurator Fiscal]

OR

[the decision is to postpone for a period not exceeding six weeks the decision as to whether to report the circumstances to the Procurator Fiscal. If **Childs Forename**'s attendance does not improve significantly over this period, it is likely that a report will be made.]

OR

[the decision is to make an Attendance Order requiring **Childs Forename** to attend (INSERT SCHOOL) regularly. You will receive a copy of the Attendance Order shortly. Once made, the Attendance Order remains in force for so long as the child is of school age, unless annulled by the Sheriff or revoked by the Education Authority. If you fail to comply with the Attendance Order you will be guilty of an offence, unless there is a reasonable excuse for non-compliance, and may be prosecuted by the Education Authority at any time].

Yours sincerely

(Insert HT/DHT Name & Title)

Letter - Late Exemplar

Today's Date (dd Month yyyy)

Parent/Carers Address

Dear **Parent/Carer**

Please find attached a summary of your child's attendance at school and highlighted late arrivals. As a parent it is your responsibility to ensure that your child attends school and arrives on time. Lateness is recorded daily and monitored frequently. It is important that pupils are on time for the start of the school day at xx am. Lateness disrupts the school day, both for pupils and the teachers.

This letter is to inform you that your child's attendance is being monitored. Please let us know at school if there are any underlying issues causing your child's late arrival. I must inform you that persistent lateness will lead to the involvement of the home school liaison officer to help address any issues causing the lateness.

Thank you for your support in this matter.

Yours sincerely

(Insert HT/DHT Name & Title)

Appendix 4 - Attendance, Absence and Exclusion Codes

Session 2023-24

Table of attendance, absence, and exclusion codes

The codes are listed below in alphabetical order of the SEEMiS Absence Code.

The SEEMiS Absence Code consists of 3 letters - this is the code recorded on the SEEMiS screens in Primary – Registration, General Registration, Cover Registration and in Secondary - Period Registration and Absence Event Management. The New Attendance Module has more codes available, as it is updated when required, while the old module, used by primary schools is not. The codes in the document are marked as being available for primary and/or secondary use.

The SEEMiS Absence Code is converted to a single letter code within SEEMiS for reporting purposes.

Each attendance code is referenced back within a grouped category code to the Scottish Government for ScotXed (annual Scottish Government Statistical Returns), referred to below as the ScotXed X-Ref.

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Attendance	Include: Attendance at school	---	-	Attendance	10

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
External provision	<ul style="list-style-type: none"> Learning outwith the school provided by a college or other learning provider while still on the roll of the school 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 Attendance at College Receiving tuition via hospital or outreach teaching services. <p>Educational visits, day, and residential visits to outdoor centres</p>	OAT	O	Attendance	10
Late 1: Arrives before 50% of opening (add times)	<p>Where a child or young person has arrived late but during the first half of the opening, this will be marked as late (L1). This is regardless of whether the lateness is for a valid reason.</p> <p>See 4.5 Registration and recording lateness for further information.</p>	LAT	J	Attendance	11
Late To Class (Secondary Only)	Late to class for period-by-period registration (secondary)	LTC	↯	Attendance	10

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Medical and dental	<p>Attendance at medical and dental appointments.</p> <p>See 5.3 Medical and Dental appointments. For those recording period by period, any opening that contains at least 1 session of attendance will be converted to 'attendance' for statistical purposes. For schools with one registration per opening, a medical and dental recording should be recorded as 'attendance' if the child or young person attends for any part of the opening, for statistical purposes.</p> <p>It is assumed that the school will note the fact that the child or young person was not in attendance for the full opening, for legal purposes.</p>	PER	P	Attendance	10
On Site not in class provision	On site but not in class such as base provision, AFCCT and other specific interventions within School off standard timetable.	SCH	~	Attendance	10
Sickness with educational provision	<p>This may include time spent on sick leave or maternity leave, with parental confirmation or medical certificate, and where adequate educational provision has been made. (Including Digital Learning options monitored by school).</p> <p>Guidance on Education of Children Absent from school through Ill-health. https://www.gov.scot/Publications/2015/06/6846</p> <p>See 4.3 Providing for pupils during long term illness for further information.</p>	SEP	B	Attendance	13
Study Leave (Secondary Only)	Study Leave	STY	S	Attendance	10
Transport Failure (Secondary Only)	Transport Failure	TRF]	Attendance	10

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Work experience	Include: Work experience, arranged or agreed by the school Volunteering, arranged or agreed by the school	WRK	W	Attendance	12
Exceptional domestic circumstances (authorised)	This relates to short-term exceptional domestic circumstances. Absences related to short-term exceptional domestic circumstances can be classified as either authorised or unauthorised absence. Authorised absence under this heading covers situations such as: the period immediately after an accident or illness a period of serious or critical illness of a close relative a domestic crisis which causes serious disruption to the family home, causing temporary relocation See 5.2 for further information.	DCA	Q	Authorised	23
Family holidays authorised by school	Under exceptional circumstances schools can authorise a family holiday during term time. Such circumstances may include exceptional domestic circumstances, where a parent's employment is of a nature where school-holiday leave cannot be accommodated (e.g., armed services, emergency services, professions where parents are required to work away from the family for prolonged periods of time). A family holiday classified under the "authorised absence" category should not include reasons such as: The availability of cheap holidays The availability of desired accommodation Poor weather experienced during school holidays Holidays which overlap the beginning or end of term Parental difficulty in obtaining leave See 6.3 Family holidays during term time for further information.	PHL	E	Authorised	22

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Flexible Pathways	Used to code pupils when off timetable for a flexible pathway. Must be reviewed on a 6-weekly basis.	PTH	=	Authorised	26
Late 2: Arrives after 50% of opening	<p>Where a child or young person has arrived late but during the second half of the opening, then this will be marked as Late (L2). This recording is regardless of whether the lateness is for a valid reason.</p> <p>For schools using period-by-period registration, any registration in periods beginning in the second half of the opening, without any registration in periods beginning in the first half of the opening, will be converted to an overall L2 code for the opening (even if a later period is subsequently missed).</p> <p>See 4.4 for further information.</p>	LT2	K	Authorised	21
Other authorised absence	<p>Includes:</p> <ul style="list-style-type: none"> • Immediate family weddings • Bereavements • Religious observances • Attendance at court • Attendance at childcare review • Attendance at children's hearing • Lack of transport – including due to bad weather • Sporting & cultural events not arranged by the school but approved by them. <p>• See 5.1 for further information.</p>	ABS	A	Authorised	24

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Sickness with no education provision	<p>This would include any time where a pupil is off sick, with parental confirmation or medical certificate, and section 14 of Education (Scotland) Act 1980 is not applicable.</p> <p>See Guidance on Education of Children Absent from school through Ill-health. https://www.gov.scot/Publications/2015/06/6846</p>	MED	F	Authorised	20
Family holidays not authorised by school	<p>Family holidays should not be recorded as authorised absence, other than in exceptional circumstances, where a parent's employment is of a nature where school-holiday leave cannot be accommodated.</p> <p>A family holiday classified under the "authorised absence" category should not include reasons such as:</p> <ul style="list-style-type: none"> • The availability of cheap holidays • The availability of desired accommodation • Poor weather experienced during school holidays • Holidays which overlap the beginning or end of term • Parental difficulty in obtaining leave <p>See 6.3 Family holidays during term time for further information.</p>	UPH	G	Unauthorised	30

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Exceptional domestic circumstances (unauthorised)	<p>Under section 14 of the 1980 Act, education authorities must make special arrangements to ensure young people with care responsibilities do not miss out on their entitlement to an education.</p> <p>If a pupil is unable to attend school due to care responsibilities, there is an expectation that additional support services will be assessed to support the pupil, and their absence from education will not be long-term and therefore categorised as authorised absence.</p> <p>However, where additional services have not been accessed by the pupil and care responsibilities become long term, the absence should be categorised as unauthorised absence.</p> <p>See 4.8 Long-term domestic circumstances for further information.</p>	DCU	R	Unauthorised	32
Other unauthorised absence	<p>Include any other reasons for unauthorised absence: e.g., where a parent is refusing to send their child to school following a dispute with school.</p> <p>See 6.2 for further information.</p>	OUA	N	Unauthorised	33

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Truancy, including unexplained absence Occasional absence without parental awareness	Include all absence for which no adequate explanation has been provided. See 6 for further information.	UNA	U	Unauthorised	31
To be confirmed	System generated if class teacher marks not in class in secondary. Entered as a normal code outwith this scenario, in all sectors. This is the code entered to pull through to Groupcall.	TBC	T	Unauthorised	31
Transitions with partial attendance (ELC/Primary and complex needs).	For enhanced transition. Should not exceed a three-week period. Used for times when child is not scheduled in school. Not to be for flexible pathways.	SNA	H	Separate category of absence - reduces possible openings	-
Extended leave with parental consent	<p>Extended leave with parental consent is not to be considered the same as a family holiday. Extended leave with parental consent should be recorded separately outside the figures for attendance and absence, and includes circumstances such as:</p> <ul style="list-style-type: none"> extended overseas educational trips not organised by the school short-term parental placement abroad family returning to its country of origin (to care for relative, or for cultural reasons) <p>See 5.5 Diverse school communities for further information.</p> <p><i>This will not be included within the Attendance and Absence statistics calculations, either in the numerator or denominator.</i></p>	EXL	Z	Separate category of absence - reduces possible openings	2

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Temporary exclusion	<p>Include all pupils excluded from school.</p> <p>Where a decision has been taken to remove a pupil from the register following an exclusion, the school is not expected to continue to mark the pupil as absent.</p> <p>For further clarification please refer to the ScotXed Advice Note SXD04/2006 – “Accurate recording of absence of pupils who are excluded from school for a period of time on a ‘temporary’ basis.”</p> <p>See 3.7 Exclusion from School for further information.</p>	EXC	X	Separate category of absence	40
Closed	System generated through closing school calendar - appears in attendance reports.	CLO	C	-	Null
Holiday (Schools Only)	System generated through closing school calendar - appears in attendance reports.	HOL	H	-	Null
In-service	System generated through closing school calendar - appears in attendance reports.	INS	I	-	Null
Left/Future Date	System generated if outwith admission and end dates - appears in attendance reports.	LFT	#	-	Null
Missing	System generated - appears in attendance reports where child absent at end of opening.	MIS	M	Attendance	10

Attendance/Absence Reason	Notes on completion	SEEMIS Code(s)	SEEMIS Single Code	Authorised/ Unauthorised absence	ScotXed Code (for reference)
Register incomplete (Secondary only)	System generated - appears in attendance reports.		!	-	Null
Unable to match code (Secondary Only)	System generated - appears in attendance reports.		?	-	Null

APPENDIX 5 - ADDITIONAL NOTES AND GUIDANCE

Number of days error on Home Screen	A message will show on the SEEMiS Click+Go Homepage if the expected number of school days are not correct. The school must correct any errors to the number of school days available through the School Calendar on Click+Go.
School closed to all pupils – INSET (IN-SERVICE DAY)	SEEMiS will enter In-Service days to the School Calendar in Click+Go. These dates will be provided to SEEMiS centrally. The school should update the School SEEMiS Click+Go Calendar only where there is a late announcement of a closure, e.g., additional INSET. Application > Management > Calendar > School > Enter Holidays (Secondary Schools can use this section or Application > Pilot > Attendance > Manage Holidays). Select relevant day (ensure the Morning and Afternoon buttons are highlighted to indicate a full day). Record the openings for the day as, “In Service”, by selecting drop down choice under School Holiday, then save.
School closed to all pupils – e.g., ELECTIONS, heating problems etc.	The SEEMiS School Calendar should be edited (see below) Application > Management > Calendar > School > Enter Holidays (Secondary Schools can use this section or Application > Pilot > Attendance > Manage Holidays). Select relevant Day (ensure the Morning and Afternoon buttons are highlighted to indicate a full day). Record the openings for the day as, “Closed e.g., Elections”, by selecting drop down choice under School Holiday, then save.
School closed to some pupils	Primary School: Where only part of the school is closed, e.g., Nursery is present, but not the rest of the school, contact the MIS Team for advice.
	Secondary School: Where the school is only closed to some pupils, partial closure can be selected by the school through Pilot > Attendance > Partial Closures
Part-time Attendance	Pupil has a time commitment due to Exclusion, Health Reasons or Flexible Pathway
	Pupil has a time commitment in terms of enrolment, e.g., a part-time ELC pupil, P1 pupils during part time phased start. Flag the pupil’s Attendance Mode as Part-time by setting a Should Not Attend through Application > Attendance > Planned Patterns > Set SNA.
Pupils attending school but not on school roll, i.e. copied records	Each pupil can only have one main record held on SEEMiS Click+Go. When a pupil attends two establishments, one school must deem themselves the base school and copy the record out to the second school. Note that, where a record is copied out, the attendance will not update to both schools. Arrangements must be in place for the school/provider holding a copied record to inform the base school when a pupil is absent, and to provide the base school with a weekly update so the base school can record accurate attendance for the pupil.
	Secondary Schools – there is a facility to update attendance from the copied school to the main school by using Pilot > Attendance > Copied Out Records Update

APPENDIX 6 - CHILD'S PLAN - ACTION PLAN FORMAT

My Plan <input type="checkbox"/> Safe <input type="checkbox"/> Healthy <input type="checkbox"/> Achieving <input type="checkbox"/> Nurtured <input type="checkbox"/> Active <input type="checkbox"/> Responsible <input type="checkbox"/> Respected <input type="checkbox"/> Included (n.b. Please 'check' all Wellbeing Indicators which are relevant)					Date agreed: Click or tap to enter a date.	
What do we want to change?						
How will we do it? (short term outcome) <u>Max 99 characters in SEEMiS</u>	How will we know? (Success criteria) <u>Max 199 characters in SEEMiS</u>	What will we do, how often, where will it take place? (Action/Intervention)	By when?	By whom?	To be completed at review by:	
					Did the plan work? Yes/ No/ Partial	Did the plan make the change we wanted? What next?
			Click or tap to enter a date.			
			Click or tap to enter a date.			
			Click or tap to enter a date.			
			Click or tap to enter a date.			
			Click or tap to enter a date.			
			Click or tap to enter a date.			
Parent/carer contribution						
Child/young person contribution						

