

## Promoting and Managing Pupil Attendance in Educational Establishments Policy, 2022

### Summary Table

<b>Policy Status</b> (circle as appropriate)	<p style="text-align: center;"><b>Approved and finalised</b></p> <p><b>Subject to consultation</b></p> <p><b>Draft</b></p>
<b>Responsible Officer</b>	Lisa Lees, Quality Improvement Officer (Acting), Inclusion, Equity and Wellbeing Team
<b>Policy Sponsor</b>	Vincent Docherty Head of Education and Chief Education Officer
<b>Authorised by</b>	Education and Children's Services Committee
<b>Approval Date</b>	June 2022
<b>Review Date</b>	June 2027

### 1. Policy 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 policy helps to deliver Council Priorities: Our People: Education and Health & Wellbeing and against Aberdeenshire Children's Services Plan which is based on requirements set out on the Children and Young People (Scotland) Act 2014 and built upon the Getting it Right for Every Child (GIRFEC) philosophy.

The policy has been informed by: [Education \(Scotland\) Act 1980, 2016](#); [Standards in Scotland's Schools, etc. Act 2000](#); [Equality Act 2010](#); [Included, Engaged and Involved Part 1: A Positive Approach to the Promotion and Management of Attendance in Scottish Schools, 2019](#); [The Children and Young People \(Scotland\) Act \(2014\)](#) and has been shaped by the national [Getting It Right For Every Child \(GIRFEC\) strategy \(2008\)](#).

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

## 2. Scope

This policy 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 scope of this policy extends to all learning establishments.

## 3. Principles

Getting it right for every child is the national approach to improving outcomes for children and young people and takes a holistic approach to the wellbeing of the child or young person. Getting it right for every child 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 UNCRC.

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.

This policy aims to define a clear and consistent protocol that schools are to follow when monitoring and managing pupil attendance. Absence from school, whatever the cause, disrupts learning and this policy aims to sign post schools to resources to support them in addressing wider issues related to non-attendance, reducing and preventing absence.

In response to the policy context and the priorities of National and Local Government, this policy is 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.

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

### Impact of poor attendance

The causes and the 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

## 4. Related Links

This policy should be read in conjunction with:

- [Promoting and Managing Pupil Attendance in Secondary Schools Guidance, 2022](#)
- [Promoting and Managing Pupil Attendance in Nursery, Primary and Special Schools Guidance, 2022](#)

## 5. Index of Documents

### a) Policy

Revision Date	Previous Revision Date	Summary of Changes
May 2022	'Promoting and Managing Pupil Attendance, April 2015'	The policy takes account of current legislation, national policies and guidance

### b) Distribution

Name	Title