

# Guidance on Managing and Promoting Pupil Attendance

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



## Rationale

Regular punctual attendance will establish good habits that will support children throughout their lives and help them reach their full potential. As an Authority, we aspire for 100% attendance for all our children and young people.

Attendance at school should be clearly linked to schools' 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.

## Aims of procedure

- Promote good attendance and punctuality, reduce absence, including persistent absence
- Ensure every child has access to education, wherever learning takes place, suitable to their age, stage and aptitude
- To reduce short term vulnerability caused by not being in school and long-term vulnerability caused by the missed entitlement to education
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued in all Local Authority Schools in Aberdeen City
- Raise awareness of Parents/Carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Act early to address patterns of absence by working with pupils, parents/carers, education practitioners and multi-agency professionals

## Legislation, guidance and policy

This procedure 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 LAC. 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 (2014)** 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 (2014) 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.'

Vulnerability of all children and young people in relation to non-attendance must be considered within the context of risk of significant harm and wellbeing concerns. Increased vulnerability is recognised but not exclusive to the list below nor is this list exhaustive, for children who:

- are care experienced;
- are on the Child Protection Register;
- are the subject of child protection concerns;
- have Additional Support Needs;
- are the subject of wellbeing concerns related to:
  - development
  - inclusion
  - participation
  - attendance
  - engagement
- are open to Children's Social Work;
- may be affected by another person in their home undertaking a caring role, such as a Young Carer;
- The term 'care experienced' is used to include any child or young person who has been, or is currently in care or from a looked after background at any stage in their life; and
- For the purposes of this document the above will be referred to as children and young people with increased vulnerability factors, however practitioners should exercise professional judgement when assessing risk in relation to non-attendance.

## Definition of Attendance

Aberdeen City Council has adopted the definition of attendance outlined by the **Scottish Government (2010)** cited in **A Guide for Parents About School Attendance** which defines attendance 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 a, if arranged by the school during the period of the national/estimate 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 hours in primary schools and 27.5 hours for secondary schools.

## Authorised absence

Schools may authorise absence when they are satisfied by a legitimate reason, provided usually by the parent / carer or self-certified (via a note, email or phone call) or may be provided by another service provider (via a note, appointment card or phone call), such as:

- Illness where no learning provision is made (including ongoing mental health concerns);
- Medical and dental appointments to be recorded in separate category;
- 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;
- Arranged absence in relation to children in Gypsy/Traveller families;
- 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; and
- Extended leave with parental consent including some young carer activities.

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.

### Unauthorised absence

Schools must record absence as unauthorised when they perceive that there is no valid reason for absence provided. Such absence can be categorized as:

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

### Recording of 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 of the school, cause to be recorded in the attendance register the absence of any pupil whose name is contained in the attendance register and, except in the case of pupils in stage S6, whether such absence is authorised or unauthorised.

A pupil's absence shall be recorded as authorised where the education authority consider that he is absent with reasonable excuse within the meaning of **section 42** of the **Education (Scotland) Act 1980 (see page 11 below)**, or is in receipt of a current exemption from school attendance under **section 34** of that Act (which provides that children over 14 may be exempted from attending school where by reason of any circumstances existing at the child's home, it would cause exceptional hardship to require the child to attend school), but otherwise such absence shall be recorded as unauthorised.

All Aberdeen City's Council schools use SEEMiS to record data relating to pupil attendance and punctuality.

There is no legal requirement for children to attend nursery school, however all pupils enrolled in Aberdeen City Council's nursery 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 guidance and school office staff, monitoring attendance are aware of all children and young people identified as being vulnerable (secondary schools may have vulnerable children and young people highlighted to the class teacher undertaking the register within SEEMiS), to enable them to act upon absences swiftly to reduce risk.

Completing an attendance register is the responsibility of the class teacher or designated nursery 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 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.

For all children and young people who attend a 'host school' for education provision the 'host school' must record attendance data, on SEEMiS within ten minutes of the agreed start time. The onus is then on the 'host school' to contact the 'base school' to inform them of any unexpected absence, whilst responsibility of maintaining accurate attendance records lies with the 'base school', as does adhering to attendance procedures. The onus is on the 'base school' to seek and document agreement on the above points.

In situations where staff are unable to access SEEMiS, a paper copy of the register should be completed within the first ten minutes of the agreed start time and the office contacted to alert to any absences.

A list of the SEEMiS codes and definitions can be found in the practice materials (appendix).

### **Managing Absence**

At times, pupils are absent from school for a variety of reasons.

At enrolment, parents and carers should be issued with Aberdeen City Council's Promoting Positive Attendance leaflet explaining the importance of good attendance. Parents and carers should be reminded regularly that advance notification of any absence is preferred.

Should a pupil have to leave school during the day (e.g. to attend a hospital appointment), they must provide an explanation to ensure that the school knows the time that 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. Explanations may take the form of a written note, email, text or telephone call. Where concerns exist about the authenticity of explanations received, schools should follow up accordingly.

Secondary schools should be mindful of Data Protection and information sharing guidance under the 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 made.

Each school should 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.

Clear guidance is given in **'Included, Engaged and Involved – Part 1: A Positive Approach to the Promotion and Management of Attendance in Scottish Schools'** on supporting attendance and managing absence. This should be referred to by Head Teachers to assist in deciding whether to authorise an absence request. An initial supportive letter (ATT1a) will be issued where an absence is unexplained. This will be followed up by an ATT1 if deemed necessary. A standard letter (ATT1) will be issued to parents/carers where an absence is unexplained. Standard letters are located within SEEMiS. Letters will be recorded when issued in the Pupil Profile.

### **Responding to 1st Day Unexplained Absence**

When a pupil is marked absent at any registration point during the day, and if no advance notification of a reason for the absence has been received it will be assumed that parents/carers are unaware of the absence and that the pupil is either missing or truanting. Attempts to make contact with the parent/carer will then be made by telephone or Group call. Where the school has received information and there are doubts regarding the authenticity of that communication, a phone call or other appropriate means of communication should be made in order to provide clarification.

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.

For all children and young people, whether identified as vulnerable or not, where an absence is unexplained and the parent or carer is unreachable, contact should then be made with named emergency contacts with immediate effect. If the school has been unable to establish contact with the parents, action must be taken to satisfy the school that the child or young person is safe and well. Priority should be given to those who are deemed vulnerable or where there are concerns. In the case of children or young people who are Looked After at Home, then the social worker should also be contacted.

On day two, the school must continue to contact the parent/carer/ emergency contacts through appropriate means of communication. Consideration must be given to instructing a Home School Liaison Officer to visit the home address.

If no reasonable explanation is provided on the first day of absence and if the child or young person is not identified as vulnerable, the Home School Liaison Officer must be instructed to carry out a home visit within three days and leave a record of their attendance at the home address. If no contact has been made within these three days, a Children Missing from Education referral must be submitted.

If no reasonable explanation is provided on the first day of absence and if the child or young person is identified as vulnerable (see above section) or if there are wellbeing concerns, the Home School Liaison Officer must be instructed to carry out a home visit on that day. If no contact is made at this point, colleagues in the Children's Social Work Reception Team or allocated unit/team should be contacted to assess risk and plan a proportionate response. During this process, consideration must be given to the appropriateness of a Social Work Home visit. If at this point no contact is made a Children Missing from Education form must be completed and submitted.

Should a pupil fail to return after lunch or go missing during any point within the school day, then the parent or carer should be contacted immediately. If no contact is made then advice should be sought from the Child Protection Co-ordinator or a Senior Member of Management without delay.

## Following up on Unexplained Absence

Schools should make clear through communications with parents/carers (e.g. school handbook, school policy, school website) that an explanation is required for each day of absence. It should be encouraged that notification is received in advance, although it is understood that this is not always possible.

Parents/carers should be asked to provide an explanation on the first day that the pupil returns to school following any period of absence, unless notification of the reason for the absence was received in advance or in response to a text message, phone call or Group call.

Attendance of all pupils will be monitored on a fortnightly basis by the Named Person. If an absence has been coded as TBC, an absence enquiry letter ATT1 should be issued. The letter will state clearly that the absence coding will change to unexplained/unauthorised/truancy if an explanation is not provided.

After fortnightly monitoring, schools must ensure that all TBC absences are changed to UNA when enquiry letters have been issued but not responded to, and conversely that all explanations given have been recorded within SEEMiS.

### Tracking Persistent Non-Attendance

Through fortnightly monitoring, a report should be generated on SEEMiS which captures all pupils who have a significant change in attendance, including improvement. The following codes should be carefully monitored;

- Medical (MED/F);
- unauthorised absence (UNA);
- truancy (TRU/@);
- truancy or unauthorised (UNA/U);
- unauthorised parental holiday (UPH/G);
- exceptional domestic circumstances (DCA/Q);
- exceptional domestic circumstances unauthorised (DCU);

- unexplained or still to be explained absence (TBC/T);
- other unauthorised absence (OUA/N); and
- refusal to attend (RFS).

Vulnerable children/young people or those where concerns are identified should be subject to more regular attendance monitoring in accordance with school procedures relating to support and child protection.

Where children are looked after away from home, pursuing attendance procedures against parents (the definition of 'parent' so includes foster-carers) is unlikely to be appropriate. The child may require additional support to sustain attendance. An alternative approach should be considered.

When deterioration in attendance is first noticed an **ATT 1a** letter must be actioned, followed up with an **ATT1** if required. For children and young people who are open to social work a copy should be sent to the social work unit/team and added to both the single agency and multi-agency chronology. For those children and young people who are not open to social work this should be added to Pastoral notes within SEEMiS, unless they have a chronology in SEEMiS Wellbeing.

### 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 a Single Agency (Education) Assessment and associated action planning. This should be captured in the child's plan format and held within the SEEMiS Wellbeing application. Again, where a child or young person is open to Social Work this must be communicated to the relevant Team/Unit.

This **Single Agency (Education) meeting 1** will ensure that regular focus is given to the child or young person's attendance and that structured supportive interventions are implemented. Through close examination of the child or young person's attendance, particular attention should be paid to any patterns arising. Triggers for early review must be identified within the Single agency plan. In many cases, the reasons for non-attendance can be addressed in this way, and attendance rates will stabilise and improve.

Following **Single Agency (Education) meeting 1**, where there is no significant improvement in attendance, **ATT2** will be actioned. In the following four weeks, the actions within the single agency plan must be undertaken. If little or no improvement can be evidenced after this four-week period, the school should proceed to action **ATT3 (Single (Education) Agency meeting 2)**. The purpose of this meeting 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.

Following the **ATT 3 (Single agency(Education) meeting 2)** an **ATT 4** letter with a copy of the single agency child's plan will be sent to the parent/carer. Again, the revised assessment and plan should be held within the SEEMiS Wellbeing Application.

If two weeks after the **ATT 4** is actioned, attendance does not improve, if not already done so contact should be made with the Children's Social Work Reception for advice/guidance.

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 him/her 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 single agency/multi agency child's 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 Headteacher that there are justifiable reasons for absences, he/she 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 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**.

In addition to the above potential actions, the Head Teacher may make direct referral to Social Work and/or other relevant agencies.

Whatever decision is taken, the parent/carer must be notified by recorded delivery letter, **ATT6**.

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, 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 Headteacher to convene a new section 36 meeting and instruct prosecution straight away which can take into account all past absences as evidence.

### Parenting Orders

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

It is a reasonable excuse to fail to attend if -

There is no school within reasonable walking distance and the education authority has not provided transport to another school;

- a. The child has been prevented from attending school through sickness;
- b. There are other circumstances which in the opinion of the education authority or the Court, offer a reasonable excuse;
- c. 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
- d. 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 is prevented by illness from attending school or receiving an education, then there is a 'reasonable excuse' for failing to send the child to school or failing to educate the child by other means. However, where a parent/carer 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/carer permit the child to be examined by a medical officer of an appropriate health board, usually NHS Grampian. Failure of the parent/ carer to permit to such an examination is itself a criminal offence under the **Education (Scotland) Act 1980 section 42(3)**. Where a school considers 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/care permits same.

## Lateness in Nursery, 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 late coming 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, 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. The only codes used for this purpose should be SNA or OAT.

It is inappropriate to issue a punitive sanction to primary aged pupils who arrive 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.

### 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.

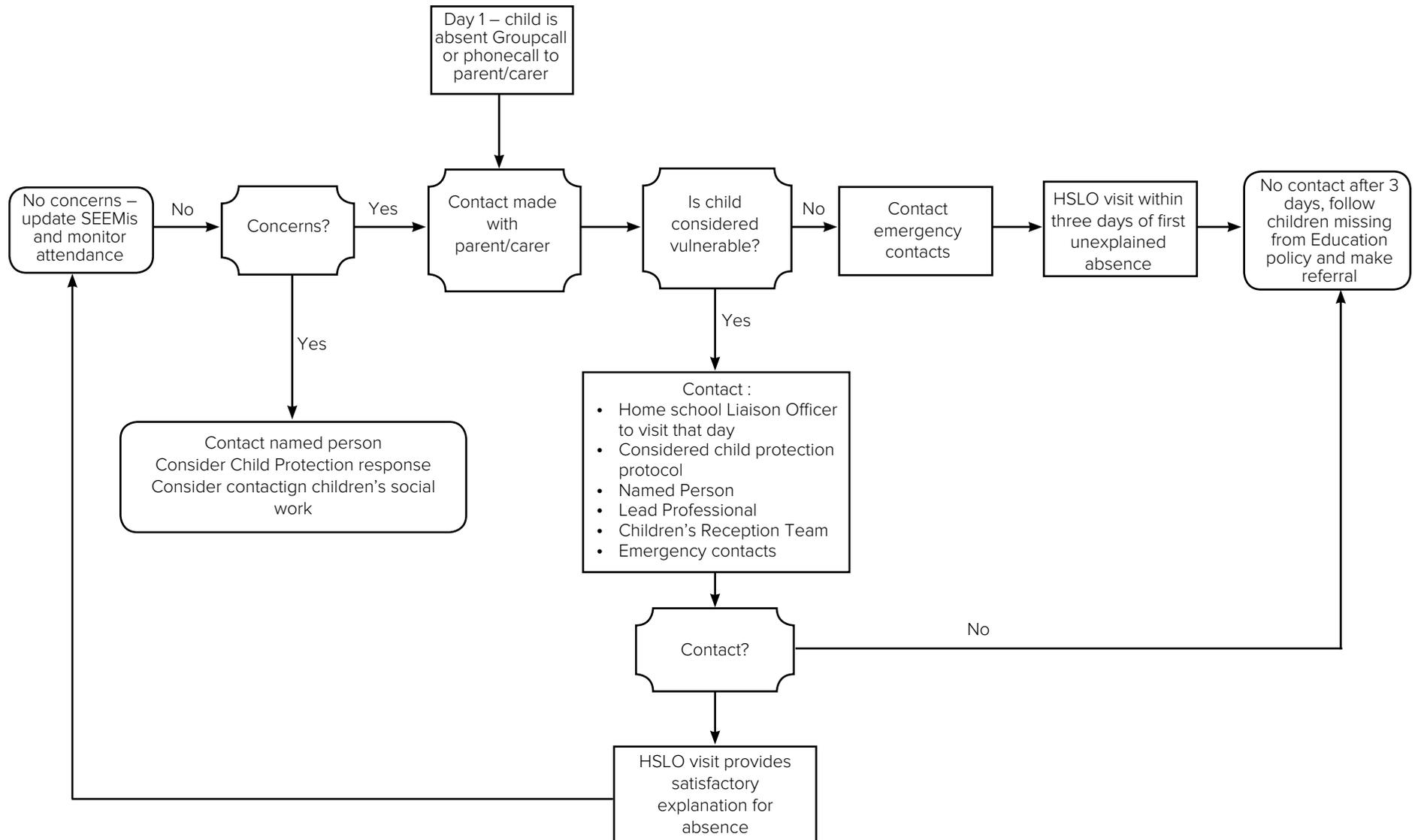
Until the child is removed from the register, non-attendance should be registered as Exceptional Domestic Circumstances (unauthorised) – DCU. Once the date of enrolment at a receiving school is confirmed the child's removal from the school register should be backdated to that date.

### 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 on 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 as with Child Protection protocol.

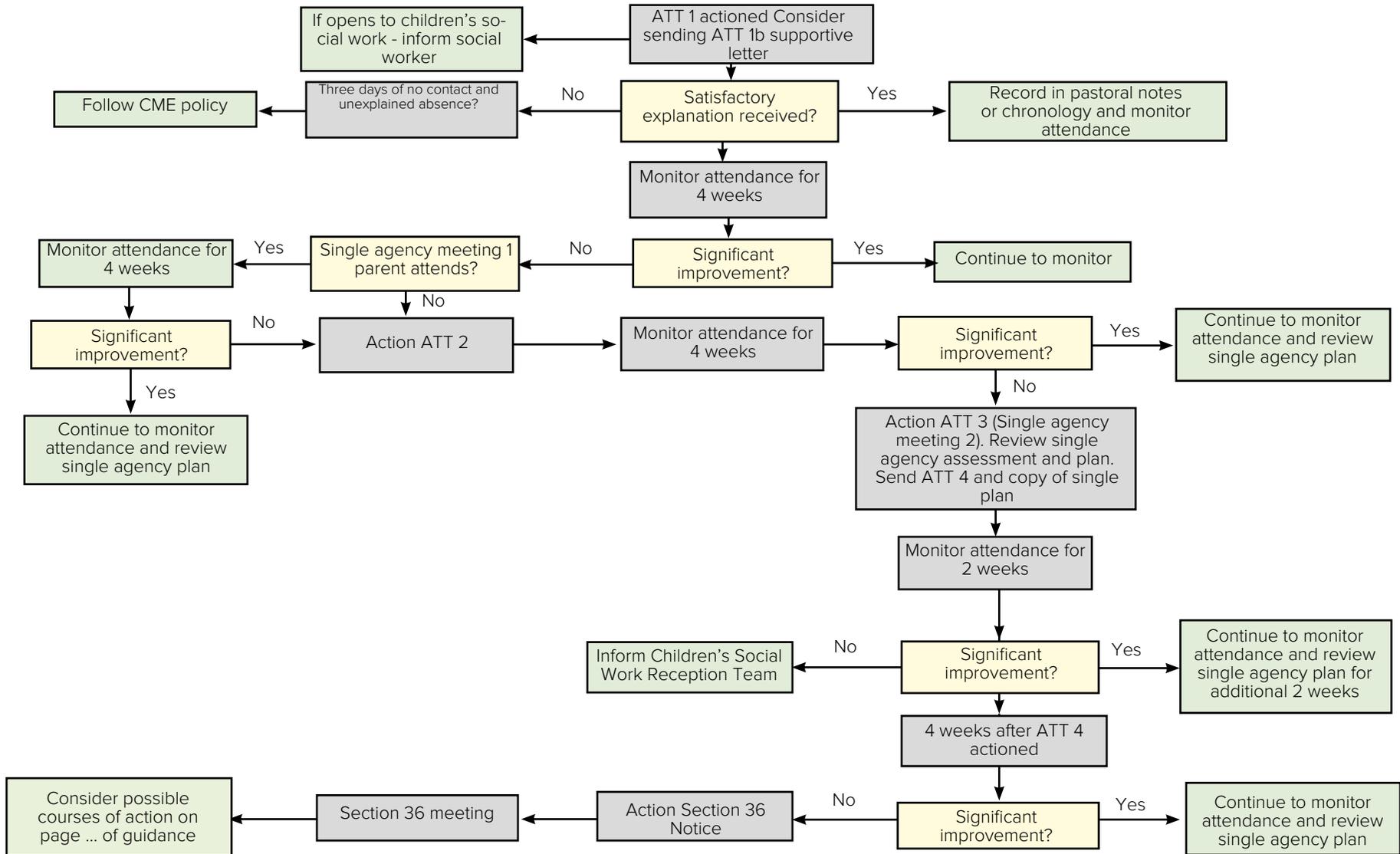
Appendix 1

**Responding to day one unexplained absence or unsatisfactory explanation of absence**



Appendix 2

**Unexplained absence or unsatisfactory explanation for absences**



# Attendance, Absence and Exclusion Codes

## From the beginning of Session 2019-20

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Further guidance from the Scottish Government - included, engaged and involved- part 1: attendance in scottish schools

Secondary Schools only - information on how period marks are calculated for a full opening - Secondary Attendance Opening Calculations

### 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 isn't. 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.

Green - cannot be entered through attendance

Yellow - reduces possible openings

SEEMIS Ab- sence Code	SEEMIS Short Code	Codes available to Primary (inc. Nursery & Special) and Secondary	SEEMIS Description	Description	SEEMIS Category (Attendance Reports)	ScotXed X Ref	ScotXed X Ref Description
---	-	PRI / SEC	Present		Attendance	10	Attendance
ABS	A	PRI / SEC	Other Authorised Absence	Sanctioned Extended Leave for Travellers, or transport/weather problems prevent pupil attending (not used for whole school closure); Immediate family weddings; Bereavements; Religious observances; Attendance at court; Attendance at child care 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.	Authorised	24	Other Authorised Absence
CLO	C	PRI / SEC	Closed (e.g. election)	Unexpected school closure or closure for an election (record in Calendar as "no opening"; not entered via the register).			null
DCA	Q	PRI / SEC	Exceptional domestic circumstances (authorised)	This relates to short-term exceptional domestic circumstances. Authorised absences related to short-term exceptional domestic circumstances 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 that causes serious disruption to the family home, causing temporary relocation.	Authorised	23	Exceptional domestic circumstances (authorised)
DCU	R	PRI / SEC	Exceptional domestic circumstances (unauthorised)	Used where the pupil takes on Young Carer responsibilities but pending the assessment and allocation of additional services to support the young carer (when such services are in place, this code should no longer be used).	Unauthorised	32	Exceptional domestic circumstances (unauthorised)
EXC	X	PRI / SEC	Exclusion	Temporary Exclusion (record in Exclusions – cannot be entered via the register).		40	Temporary Exclusion

SEEMIS Absence Code	SEEMIS Short Code	Codes available to Primary (inc. Nursery & Special) and Secondary	SEEMIS Description	Description	SEEMIS Category (Attendance Reports)	ScotXed X Ref	ScotXed X Ref Description
EXL	Z	PRI / SEC	Extended leave with parental consent	Used to cover circumstances such as extended overseas educational trips not organised by the school; short-term parental placement abroad; family returning to its country of origin (to care for a relative, or for cultural reasons). Not the same as family holiday.	Not counted / Attendance	2	Extended Leave with Parental Consent (not included within Attendance & Absence Stats)
FLC	O	SEC	Specialist provision outwith school		Attendance	10	Attendance
FLD	V	PRI / SEC	Field Trip	School organised Field Trip.	Attendance	10	Attendance
HOL	H	PRI / SEC	Holiday	School closed for holiday (record in Calendar as “no opening” - not entered via the register).			null
INS	I	PRI / SEC	In-service	School closed for in-service (record in Calendar as “no opening” - not entered via the register).			null
LAT	J	PRI / SEC	Late (arrives before mid-opening)	Pupils arriving in school before 50% of the opening, e.g. before 10.30 and 14.30, regardless of whether the lateness is for a valid reason.	Late	11	Late 1: arrives before 50% of opening
LFT	#	PRI / SEC	Left/Future Date				
LRG	↵	SEC	Late during registration		Late	11	Late 1: arrives before 50% of opening
LT2	K	PRI / SEC	Late (arrives after mid-opening)	Pupils arriving in school after 50% of the opening, e.g. after 10.30 and 14.30. This is regardless of whether the lateness is for a valid reason.  Secondary Schools - SEEMIS New Attendance will not calculate out a Late 2. This must be overwritten to the period arrived during, using Absence Event Management.	Authorised	21	Late 2: arrives after 50% of opening
LTB	[	SEC	Bus Late		Attendance	10	Attendance
LTC	↵	SEC	Late to Class		Attendance	10	Attendance

SEEMIS Ab-sence Code	SEEMIS Short Code	Codes available to Primary (inc. Nursery & Special) and Secondary	SEEMIS Description	Description	SEEMIS Category (Attendance Reports)	ScotXed X Ref	ScotXed X Ref Description
MED	F	PRI / SEC	Medically Certified	This code should be used for all pupils who are off ill (ignore the SEEMIS Description - no medical certificate required).	Authorised	20	Sickness with no educational provision
MIS	M	PRI / SEC	Missing	Primary Schools – If pupil leaves school before the end of an opening, change attendance code to M.  Secondary Schools - If pupil is marked absent in an opening after being marked present, the M code is calculated regardless of the absence code used. For more information - Secondary Attendance Opening Calculations	Attendance	10	Attendance
NIM	F	PRI / SEC	Notifiable Illness (Medically Certified)		Authorised	20	Sickness with no educational provision
NIS	D	PRI / SEC	Notifiable Illness (Self Certified)		Authorised	20	Sickness with no educational provision
NIX	H	PRI / SEC	Should Not Attend (Notifiable Illness)				null
OAT	O	PRI / SEC	Other attendance out of school	Being educated outwith school, such as early release to college or alternative educational provision (can be entered through Register or Planned Patterns), e.g. city campus attendance at host school. It is the responsibility of the host school to inform the base school if the pupil is absent).	Attendance	10	Attendance
OUA	N	PRI / SEC	Other unauthorised absence	An absence that has been explained but not authorised. Also used when a parent refuses to send their child to school following a dispute with school, or when a parent refuses to sign a behaviour agreement following an exclusion.	Unauthorised	33	Other Unauthorised Absence

SEEMIS Ab-sence Code	SEEMIS Short Code	Codes available to Primary (inc. Nursery & Special) and Secondary	SEEMIS Description	Description	SEEMIS Category (Attendance Reports)	ScotXed X Ref	ScotXed X Ref Description
PER	P	PRI / SEC	Medical or Dental Appointment	Medical/Dental Appointment (part of opening).	Attendance	10	Attendance
PHL	E	PRI / SEC	Authorised Parental Holiday	<p>Holiday (authorised) - Only to be used in “exceptional circumstances” where, e.g. “a family holiday is judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events”.</p> <p>Under exceptional circumstances schools can authorise a family holiday during term time.</p> <p>A family holiday classified under the “authorised absence” category should not include reasons such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The availability of cheap holidays</li> <li><input type="checkbox"/> The availability of desired accommodation</li> <li><input type="checkbox"/> Poor weather experienced during school holidays</li> <li><input type="checkbox"/> Holidays which overlap the beginning or end of term</li> <li><input type="checkbox"/> Parental difficulty in obtaining leave</li> </ul>	Authorised	22	Family holidays authorised by school
PTH	=	PRI / SEC	Part-time Timetable (health related)	To be used for Health and all other reasons for a part-time timetable, non-exclusion related.	Authorised	20	Sickness with no educational provision
PTX	Y	PRI / SEC	Part Time Timetable (exclusion related)!	To be used when a part-time timetable is related to an exclusion. This may be an agreed phased return / part-time timetable following an exclusion.	Authorised	24	Other Authorised Absence

SEEMIS Ab-sence Code	SEEMIS Short Code	Codes available to Primary (inc. Nursery & Special) and Secondary	SEEMIS Description	Description	SEEMIS Category (Attendance Reports)	ScotXed X Ref	ScotXed X Ref Description
PWO	+	PRI / SEC	Medical or Dental Appointment (whole opening)		Authorised	20	Sickness with no educational provision
REL	^	SEC	Religious Holiday		Not counted / Attendance	2	Extended Leave with Parental Consent (not included within Attendance & Absence Stats)
RES	L	SEC	Resilient Schools		Attendance	10	Attendance
RFS	7	SEC	Refusal to attend		Unauthorised	31	Truancy, including unexplained absence
SCH	~	PRI / SEC	In school but not in class	Alternative, in school educational provision.	Attendance	10	Attendance
SEL	D	PRI / SEC	Self-Certified	DO NOT USE – MED should be used.	Authorised	20	Sickness with no educational provision
SEP	B	PRI / SEC	Sickness with educational provision	Off ill – Receiving Tuition - tuition is provided in hospital or through home tuition during the illness. May include maternity leave. Guidance on Education of Children Absent from school through Ill-health.	Attendance	13	Sickness with educational provision
SNA	H	PRI / SEC	Should Not Attend	Used to indicate when pupils are not expected to attend, mainly Nursery and P1 staggered start (record in Planned Patterns).			null
STY	S	PRI / SEC	Study Leave	Study leave during the period from the official start date of the national exam timetable (i.e. date of first exam) until timetabled lesson restart.  No study leave is to be given outwith this period.	Attendance	10	Attendance
TBC	T	PRI / SEC	To be Confirmed	Very recent absence that has not yet been explained (typically 2-3 days).	Unauthorised	31	Truancy, including unexplained absence

SEEMIS Ab-sence Code	SEEMIS Short Code	Codes available to Primary (inc. Nursery & Special) and Secondary	SEEMIS Description	Description	SEEMIS Category (Attendance Reports)	ScotXed X Ref	ScotXed X Ref Description
TRF	]	SEC	Transport Failure		Attendance	10	Attendance
TRU	@	SEC	Truancy	Truancy - Truancy is defined by SEED as “unauthorised absence from school for any period as a result of premeditated or spontaneous action on the part of the pupil, the parent or both”.	Unauthorised	31	Truancy, including unexplained absence
UNA	U	PRI / SEC	Truancy or Unexplained Absence	Include all absence for which no adequate explanation has been provided.	Unauthorised	31	Truancy, including unexplained absence
UPH	G	PRI / SEC	Unauthorised Parental Holiday	Unauthorised Family Holiday - Most family holidays will come under this category. This covers holidays arranged during term time because of availability of cheap holidays, availability of desired accommodation, poor weather during school holidays, holidays which overlap the beginning/end of term.	Unauthorised	30	Family holidays not authorised by the school
VIS	V	PRI / SEC	School Visit	School organised, short term, educational visit including debates, sports, musical and theatrical events.	Attendance	10	Attendance
WRK	W	PRI / SEC	Work Experience	Work Experience arranged or agreed by the school. Volunteering arranged or agreed by the school.	Attendance	12	Work Experience
	!	SEC	Register Incomplete				
	?	SEC	Unable to match code	If question marks appear please contact the Schools' MIS Team.			

## ADDITIONAL NOTES AND GUIDANCE

<b>Number of days error on Home Screen</b>	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.	This reduces the number of possible openings for the year.
<b>School closed to all pupils – INSET (IN-SERVICE DAY)</b>	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.	
<b>School closed to all pupils – e.g. ELECTIONS, heating problems etc.</b>	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.	
<b>School closed to some pupils</b>	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	
<b>Part-time Attendance</b>	Pupil has a time commitment due to Exclusion or Health Reasons Two codes are available – PTX (Exclusion Related) and PTH (Health Reasons).	
	Pupil has a time commitment in terms of enrolment, e.g. a part-time Nursery pupil This includes, for example, a pupil who attends Nursery for selected openings only. Flag the pupil’s Attendance Mode as Part-time by setting a Should Not Attend through Application > Attendance > Planned Patterns > Set SNA.	
<b>Pupils attending school but not on school roll, i.e. copied records</b>	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, however, this area requires some improvement to work more efficiently which SEEMiS are aware of.	



**ABERDEEN**  
CITY COUNCIL

DSE0220/BR/QIF/29/05/2019