



Brechin High School

Attendance and Lateness Procedures

August 2025

Updated: September 2025

Review date: August 2026

[Article 28](#) (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Rationale

Maintaining accurate attendance records and responding to pupil absence is vital to safeguarding our young people and raising attainment. To achieve high standards, we need to work consistently to support our pupils to meet our high expectations. Effective learning and teaching also depends upon a foundation of good working relationships between pupils and staff, between pupils, and between staff.

Vision

At Brechin High School, we are a friendly, inclusive community. We value learning, wellbeing and resilience; empowering every student to grow and succeed.

Aim

The aim of this policy is to support both staff, families and pupils to understand expectations and importance of attendance. Parents/carers are responsible for ensuring that their children attend school regularly and arrive on time.

Employers, universities, colleges and trainers expect high standards of punctuality and attendance, we are often asked to comment on these qualities in pupil references.

Daily Check-In

All pupils should be welcomed into check-in in a positive manner, with a smile. The check-in teacher is responsible for:

- Getting to know each pupil and being the first line of pastoral support for each pupil in their registration class.
- Completing the registration register with accuracy. Check in registers must be completed before the end of check in. If a pupil is not present at registration TBC should be entered.
- Arranging permission for anyone with an appointment who has brought a parental note asking for permission to be granted. Check In teachers should email the office with this information. Parents/carers may choose to contact the office directly too.
- Checking anomalies on SEEMiS from the previous day for their registration class which will show if a pupil has been absent from any of their classes. **It is helpful to have two seemis screens open to be able to navigate between anomalies and attendance screen. Attendance anomalies will now be shared by our admin support to streamline this process at the end of each day. (28/10/2025)**

Checking Attendance from the Day Before on Seemis (These instructions will be laminated and placed beside every computer):

- Go to Application
- Go to Attendance
- Go to Attendance check
- Go to Anomalies Report
- Filter class by Reg Group
- Set the From and To dates to the day before
- Select Periods 1-7
- Change the dot below from 'discrepancies' to 'queries'
- Click 'New List' and attendance will be displayed.

To help with this process, a folder in every classroom for each Check-In class containing timetables will be made available from October 2025.

In the first instance the check-in teacher should have a tactful discussion with the pupil about why they were not in class. This may progress to needing PT PCS support at the judgement of the check-in teacher or if patterns emerge. If a pupil has been absent all day, without a parental phone call, a note should be asked for from their parents/carers explaining the absence. If no note is produced at the second time of asking the pupil should be sent to PT PCS who will contact home.

- Passing on information to the class as and when relevant.
- Issuing any letters/collecting in any returns that are required and returning these to the relevant member of staff.
- Checking uniform standards.

Attendance Procedures

- Attendance should be taken within the first 5-10 minutes of **each period** to allow office to send a groupcall text to parents to alert of truancy.
- Class teachers should monitor attendance on a weekly basis. This can be done using the 'Black Book' feature.



Mrs E. Cormack
S5 FQB
[Show Class List](#)

- This feature allows you to monitor attendance for the current week and overall by using the clock feature (current week) and calendar (overall).



Mrs E. Cormack
S5 FQB
[Show Class List](#)

Date: 16/09/25 Period: 1

Number of Girls: 4
Number of Boys: 17

- Attendance concerns should then be recorded as a referral to PT Curriculum. This will then allow for liaison with PT PCS and an action plan agreed for each individual pupil. It will also allow PT PCS to have an overview of attendance concerns.

Late Coming procedures

- Pupils should be on time to all classes. If a pupil is late to class, please follow strategies within Interventions Menu to support and liaise with PTC and PT PCS, as appropriate. (See Appendix A)
- Office staff will contact home about pupils who have not appeared at school without home letting us know not to expect them.
- If a pupil arrives after check-in, they should sign in at the school office. The office staff will amend the SEEMiS register to reflect that the pupil was late. The pupil will be given a late slip to hand to their class teacher when they sign in late.
- All staff are responsible for ensuring that SEEMiS attendance is accurate. Class teachers should complete the register each lesson, staff who work with small groups or individuals must ensure that this is recorded on SEEMiS, or that an Extraction is recorded.
- Office staff will identify period by period anomalies once registers are completed, and contact home by groupcall every period to alert home to pupils who are not where expected. **Please note - if we persistently get this wrong because of inaccurate registration this will cause us difficulties with communication home.**

- If a pupil is late for class without a genuine reason, please follow the Relationships and Behaviour policy. Please ensure PTC and PT PCS, as appropriate, are involved for persistent lateness so that home can be alerted and any underlying issues can be tackled.

Following up on Attendance

Initial responsibility is with the class teacher who is responsible for every pupil on their class list.

- If a pupil truants a class, please use the Relationships & Behaviour policy. Please ensure PTC and PT PCS, as appropriate, are involved so that home can be alerted and any underlying issues can be tackled.
 - Class teacher should follow up with a reflection time, where appropriate. If the pupils do not attend this reflection time, this should escalate to PT Curriculum.
 - If a pupil refuses to enter a class, they should be encouraged and supported to do so, or perhaps good neighboured nearby.
 - If this is unsuccessful, the PT Curriculum should be contacted for support. If there continues to be an issue with attendance, the PT Curriculum, class teacher and pupil should have a restorative meeting in which action points are identified to support all.
 - If a pupil walks away from a class teacher, the PT Curriculum should be contacted. This will then escalate to PT PCS / SLT if a solution cannot be found.
 - If a persistent problem becomes apparent PTPCs / PT ASN / ASN teaching staff as appropriate should be alerted to support the pupil to find an appropriate way forward.

Information for Parents

Parents should follow these procedures:

- if your child is ill, please phone the school between 8.30am and 9am on the first day of his/her absence.
- if your child becomes unwell at lunchtime and is unable to return to school, please inform the school before the beginning of the afternoon session.
- when you contact the school please indicate, if possible, how long you expect your child to be absent.

- If your child has a planned absence for appointments such as doctors, dentists etc, please contact the school at the earliest opportunity to let us know the date and time of the absence. BrechinHigh@angusschools.org.uk
- If a child does not arrive at school, and there is no reasonable explanation provided for his/her absence, staff will investigate their whereabouts and safety. Parents have 3 days to inform the school of the reason for their child's absence.
- Parents are asked to ensure that home and emergency contact numbers are kept up to date.

Appendix A

Brechin High School- Menu of Interventions for Support

	Attainment	Attendance	Behavioural
Universal Provision	<p>Follow Brechin Framework for Learning</p> <p>Use the toolkit to support effective learning and teaching to provide consistency</p> <p>Learning conversations occur and pupils are aware of what they need to do to improve</p> <p>Pupil Voice is considered when planning and delivering learning and teaching</p> <p>Engage in monitoring and tracking</p> <p>Clear and communicated classroom norms</p> <p>Change of seat</p> <p>Celebrate Success/ Praise</p> <p>Differentiation</p> <p>Liaise with ASN and ensure Pupil Profiles/IEPs are implemented</p> <p>Follow Homework Policy</p> <p>CIRCLE Framework- Pupil Participation Scale/ Inclusive Classroom Scale</p>	<p>Attendance taken in first 10 minutes</p> <p>Consistent marking of lateness</p> <p>Follow attendance policy- reflection time for persistent lateness. (More than 3 occasions of lateness)</p> <p>Alert PCS if more than three occasions of late coming in a week as a referral.</p> <p>Follow school policy for out of class permission</p> <p>Celebrate Success/ Praise</p> <p>Liaise with check in teacher</p> <p>Check in teacher to monitor and follow up on attendance</p> <p>CIRCLE Framework- Pupil Participation Scale/ Inclusive Classroom Scale</p>	<p>Clear expectations</p> <p>Consistent follow through</p> <p>Consistent implementation of Mobile Phone Policy</p> <p>Celebrate Success/ Praise</p> <p>Restorative conversations</p> <p>CIRCLE Framework- Pupil Participation Scale/ Inclusive Classroom Scale</p>
Faculty Interventions	<p>Offer faculty or e-Sgoil Supported Study (by class teacher)</p> <p>PT Learning conversations</p> <p>Follow Tracking Procedures</p> <p>Liaise with other subject teachers- what is working well elsewhere?</p> <p>Support study plans and approaches</p>	<p>Praise/ Reward</p> <p>Phone call/ Parental Meeting</p> <p>Faculty Attendance Sheet</p> <p>Liaise with PCS and/or ASN</p> <p>Attendance below 80%-</p> <p>PTC Intervention- daily check</p>	<p>Faculty Home School</p> <p>Communication Booklet</p> <p>Good Neighbour timetables in place</p> <p>Restorative practice/ meeting</p>
House Team Interventions	<p>Liaise with Educational Psychology</p> <p>Parent/ carer meeting following tracking periods if 3+ subjects are highlighted as a concern</p> <p>Educational Psychology consultation</p> <p>Study support timetable issued to pupil and parents</p>	<p>Attendance below 70%-</p> <p>Continuum of Need intervention considered</p> <p>Engagement Officer Input</p> <p>Use of EBSA toolkit- push/pull of school</p> <p>Teacher Mentor</p> <p>Consider modified timetable to include time in ASN.</p> <p>School counsellor referral</p>	<p>Whole School Home School</p> <p>Communication Booklet</p> <p>Teacher Mentor</p> <p>Parent/ carer meeting</p> <p>Consider issues</p> <p>Group work CLD referral</p>

		<p>School Nurse referral Planning meeting to include duty social work External agencies: TCA Hillcrest Futures CAMHS Young Carers Arlene Russell (ASD team) Extended Support Provision Educational Psychology SCRA/Reporter Social Work Add to 'No Fly' list 1-1 CLD Referral</p>	
SLT Interventions	Consider referral to i-Sgoil	<p>TBC/ no attendance or response from parents/carers for two weeks (no known reason for absence): DHT contact home via phone call/ email Parental meeting Contact Duty social work for a welfare check Alert Fiona Milne- Senior Practitioner for Child Protection</p>	<p>Parent/ carer meeting Liaise with Extended Support Provision</p>