



Rationale

“We know that lower levels of attendance can have an adverse impact on a young person’s level of participation, attainment and ultimately future opportunities; it is therefore vital that schools do all they can to promote and ensure good attendance for all of our children and young people.” *Included, Engaged and Involved, Part 1, Promoting and Managing School Attendance, Scottish Government, June 2019*

Schools have a duty of care for their pupils during the school day. It is our duty to ensure that all pupils are in school and accounted for. Should a child not attend school, it is our duty to ascertain their whereabouts and ensure their wellbeing and safety.

Working in Partnership

Parental Responsibilities:

- All children have a right to an education and it is a parent’s duty to ensure that they receive this
- Parents/Carers must ensure that their contact details, including emergency contact details, are up-to-date
- Parents are requested to inform the school on the first day of absence before 9.30 a.m. and indicate when they anticipate the child will return.

School Responsibilities:

- All pupils will be registered by teaching staff at the beginning of the day and registers are sent to the office before 9:15am.
- The office staff will follow up on any children who are marked absent by:
 - 1) Checking if any communication has been made from home to inform us of the reason for absence
 - 2) Making contact with the parent/carers by telephone to ascertain the whereabouts of the child
 - 3) Attempting to contact emergency contacts
 - 4) Sending a text message to the parents, indicating that their child is not at school and requesting they contact us as soon as possible
- Should no contact be made by 10:30am, a member/members of the SLT will go to the pupil’s home
- If, after trying to inform parents of a missing child, there has been no satisfactory response, the Police should be informed that a child is not in attendance at school
- The school will make every effort to meet with the family to discuss any reasons for poor attendance and provide support as appropriate.

More information can be found in East Renfrewshire Council’s Revised [Standard Circular 5: Attendance at School](#).