

Attendance Policy and Strategy

Children enrolled in School are expected to attend full-time education with the school day starting at 9.00 am and finishing at 3.00 pm.

Relevant legislation and national guidance Education Scotland Act 1980 associated with school attendance are referenced in this strategy. The crucial legal points are:

- All learners of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at school, parents have the responsibility for ensuring that their child attends regularly.
- The Council has a duty to ensure that parents carry out their responsibilities with regard to their child's education, including attending regularly if registered at school.
- Each school is required to keep a register of attendance of each learner enrolled at the school. At Kettle Nursery and Primary recording of attendance takes place twice a day, to note attendance and absence for each morning and afternoon session.
- **Each child's attendance is reviewed throughout the school year by the headteacher and a communication to parents and carers will be sent out to raise their awareness of attendance concerns. These highlights concern regarding school attendance and the number of late arrivals.**
- The register should be kept for a least a period of 5 years after learners leave school. The school has responsibility for identifying cases of non-attendance and the reasons for non-attendance and has the responsibility to take the necessary action to try to resolve the concerns. The school will work in partnership with the parents and carer to support any arising challenges or difficulties around attendance.

Education Scotland Act 1980

<https://www.legislation.gov.uk/ukpga/1980/44/contents>

Included, engaged and involved part 1: promoting and managing school attendance

Guidance to education authorities in Scotland on the promotion of good attendance and the management of attendance.

<https://www.gov.scot/publications/included-engaged-involved-part-1-positive-approach-promotion-management-attendance-scottish-schools/>

Included, engaged and involved part 2: preventing and managing school exclusions

Part two of guidance document 'Included, Engaged and Involved', which refreshes the national policy on school exclusions.

<https://www.gov.scot/publications/included-engaged-involved-part-2-positive-approach-preventing-managing-school/>

Scottish Government - School attendance: a guide for parents

This booklet stresses the need to help children get to school regularly; and that when there are difficulties that these are best solved when parents, children, schools and other agencies work together.

[Part 3: Using the law when children do not attend school - School attendance: a guide for parents - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/part-3-using-the-law-when-children-do-not-attend-school-school-attendance-a-guide-for-parents-gov.scot/www.gov.scot/)

The Promise

"An independent, root and branch review of the care system" to look at "the underpinning legislation, practices, culture and ethos". The Independent Care Review's (Care Review) aim was to identify and deliver lasting change in Scotland's 'care system', leaving a legacy that will transform the wellbeing of infants, children and young people.

<https://thepromise.scot/>

UNCRC

The UN Convention on the Rights of the Child (UNCRC) is the basis of all of UNICEF's work. It is the most complete statement of children's rights ever produced and is the most widely-ratified international human rights treaty in history.

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>