



Faith, Friendship, Honesty, Respect

St Andrew's Attendance Policy 2025-2026

‘Regular attendance is crucial for students' academic success, social development, and overall well-being.’

Section 30 of the 1980 Education Act lays a duty on every parent of a child of ‘school age’ to ensure that their child attends school regularly.

In conjunction with regulation 7 of the Education (School and Placement Information) (Scotland) Amendments Etc. Regulations require each child’s absence from school to be recorded in the school register as authorised or unauthorised.

In St Andrew's we ask the following of our parents and carers regarding absences:

- A phone call on the first day of any absence.
- Notification if a child is ill and will be off for an extended period.
- A letter including dates of any family holidays: these will be classified as ‘unauthorised.’ Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include: a family holiday judged to be important to the well-being and cohesion of the family, following serious or terminal illness, bereavement, or other traumatic events.

To ensure we efficiently track attendance we are implementing a new six-point approach to tackle the issue:

Attendance rate	Action
95%+	No action taken.
90%-94%	Formal monitoring by SMT.
85%-89%	Phone call home highlighting concerns and formal notice attendance is being tracked.
80%-84%	Letter home highlighting concerns and written notice around possible cluster referral.
70%-79%	Meeting in school and notification of cluster referral.
-70%	Cluster meeting and possible referral to relevant support agencies.



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