

## Top tips to help your child reach make the most of their time in school

- Communicate with school about any concerns or worries you or child have related to attendance
- Discuss school with your child and take a positive interest in their learning
- Contact school to inform them of any absences
- Plan holidays within school holiday periods
- Do not take your child out of school during exam times, including study leave
- Limit 'screen' time before bed
- Try to plan medical/dental appointments after school
- If medical/dental appointments are during the school day ensure your child is returned to school as soon as possible
- Establish routines at home, such as regular bedtimes, having their uniform and homework ready for school in the morning to support punctuality.

## What should I do if my child is moving school?

If your child is moving school, either in Aberdeen or elsewhere, such as abroad, it is vital that you inform the school they currently attend in advance. Failing to do so may result in a local, national or international search for your child to ensure they are safe and well. This will involve Aberdeen City Council working in partnership with Police Scotland to locate your child. This is easily avoidable by communicating intentions with school staff and providing details of the new school your child will attend.

When a school placing request has been submitted to Aberdeen City Council, it is vital that whilst the placing request is being processed that your child attend their current school.

## Further useful information

### Children's rights

Children and Young People (Scotland) Act 2014  
<http://www.gov.scot/Publications/2016/12/6827/3>

Education (Scotland) Act 1980  
<https://www.legislation.gov.uk/id/ukpga/1980/44>

Aberdeen City Council Attendance procedure

## Pupil Attendance

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



## In Aberdeen's school's attendance matters

Your child has a right to an education. Aberdeen City Council wants all children and young people to feel happy, safe and secure in our schools. We recognise that regular school attendance and taking part in learning – wherever learning takes place – is vital to your child getting the best possible start in life.

## Legislation and school attendance

You, as a parent or carer are legally responsible for making sure that your child is educated.

Under Section 35 of the Education (Scotland) Act 1980 'Non-attendance at school without reasonable excuse is an offence'.

## Partners in your child's education

All schools in Aberdeen City Council will work in close partnership with you to make sure your child reaches their full potential. We recognise that life is not without its challenges and will work closely with you to support any difficulties you may face in ensuring your child has regular attendance and punctuality at school.

## Being late for school reduces time to learn

- If your child is 5 minutes late every day they will miss the equivalent of 3 days of learning each year.
- If your child is 15 minutes late every day they will miss the equivalent of nearly 2 weeks of learning each year.

## Is it ever okay for my child to be off school?

It is okay for your child to be off school if any of the following apply;

- They are ill.
- They are attending a medical or dental appointment.
- They are going to a meeting about a Children's Hearing or court, or if they are going to a Children's Hearing, care review or court.
- They are involved in an activity and the school agrees in advance.
- Someone close to your child has died.
- There is a crisis or serious difficulty at home or in your family.
- They are going to a religious ceremony or a wedding of someone very close to them.
- You are a Gypsy/Traveller family and while you go travelling you keep in touch with your child's school, informing them of when you will leave and return.
- Your family is returning to a country of origin for cultural or familial reasons.

## What happens if my child is absent?

If you inform the school of the reason your child is absent, and the school is satisfied that this is a valid reason, it will be classified as an authorised absence on your child's record.

If your child has an unexplained absence an absence enquiry letter may be issued to you. The letter will state clearly that the absence coding on your child's record will change to unexplained/unauthorised/truancy if an explanation is not provided by you.

If your child is marked as absent and if no explanation for the absence has been received, the school will contact you either by phone or Group call. Even where communication has been received from you explaining an absence, the school may still contact you for the purposes of confirmation that information has been received by you.

If the school becomes concerned about your child's attendance they may initiate Aberdeen City Council's Attendance Procedure. All schools in Aberdeen aim to support you in fulfilling your responsibility to ensure your child has regular attendance.

