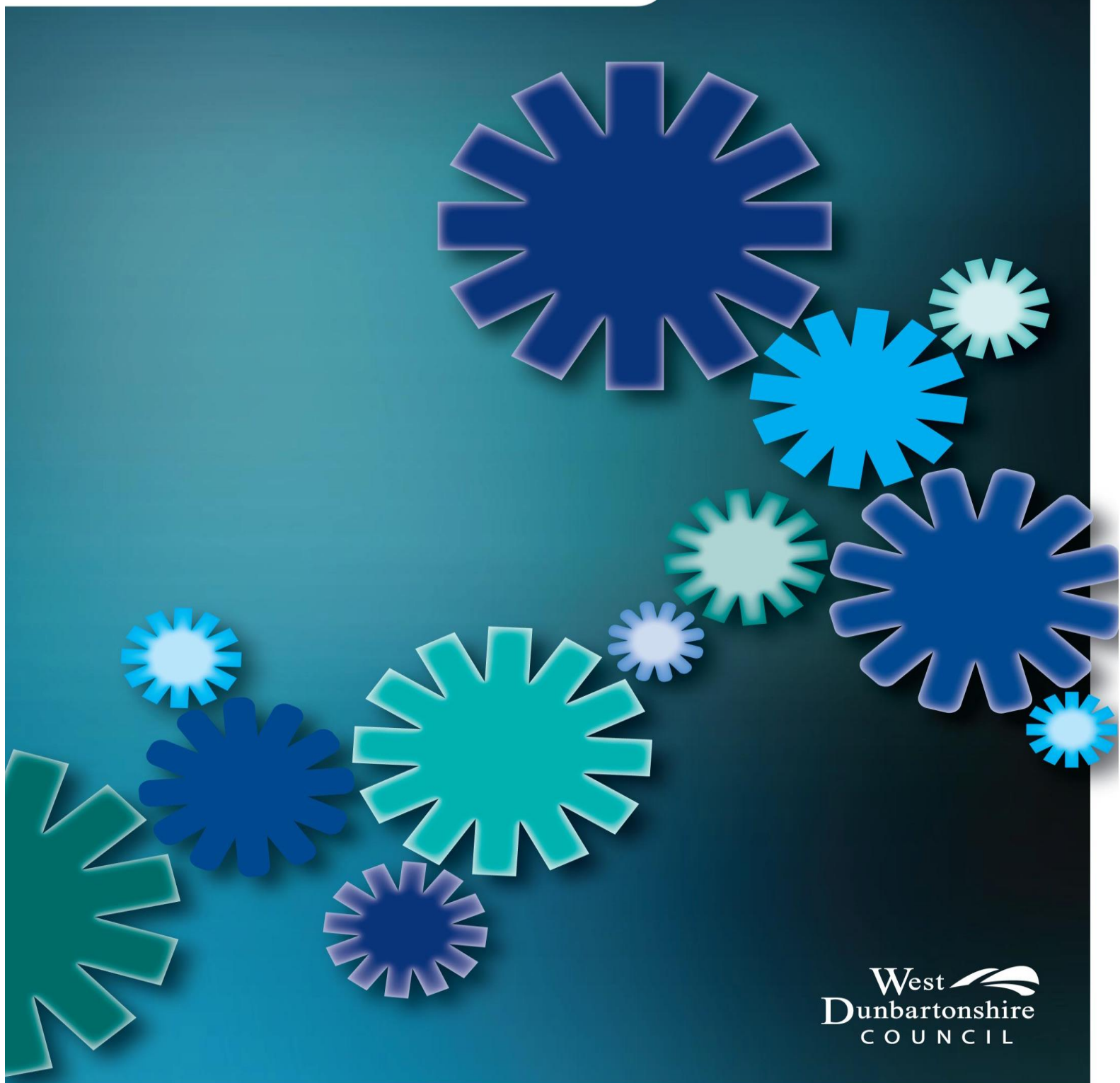


EDUCATIONAL SERVICES

A guide to:
Attendance Procedures



A Guide to: Attendance Procedures

Attending School

For children and young people to enjoy school and to achieve their full potential regular attendance is essential. While the vast majority of young people have good attendance rates, in a small number of cases poor attendance can cause concern.

Educational Services are committed to encouraging maximum attendance at school and has in place a series of different steps to be taken forward by schools to support this commitment.

Here is an outline of the different stages of the attendance procedure:

Stage 1:

Parents/carers are informed by letter if attendance falls below 90% within a 6 week period.

Stage 2:

If there is no sustained improvement within 4 weeks, or no improvement at all within 2 weeks, parents/carers will be invited to attend a Maximising Attendance meeting with senior school staff to establish the reasons for the continuing low attendance. Should the parent/carer not attend the meeting, Stage 3 procedures will be followed.

Stage 3:

If there is no sustained improvement within 4 weeks, or no improvement at all within 2 weeks, the case will be referred in the primary school for discussion at an appropriate case conference and in the secondary schools the Joint Agency Team (JAT). Should the parent/carer withhold consent for involvement, a referral may be made to the Children's Reporter.

Stage 4:

A continuing failure to improve attendance will result in a referral to the Attendance Review Committee. The committee may:

- discharge the case as your child's attendance has improved;
- refer a medical examination to the community doctor;
- refer your child to the Children's Reporter;
- issue an Attendance Order;
- following further unauthorised absence, make a referral to legal services to consider taking a prosecution;
- decision to undertake a Social Work Assessment (if one does not exist).

Commonly asked questions and answers

Is a phone call enough to explain my child's absence?

A phone call will be accepted but an email or letter protects your rights if further action is taken about your child's absence. A letter or email will also help to verify your identity as the child's parent/carer.

Can I take my child on holiday in term time?

The Scottish Government states that term time holidays should be classified as unauthorised absence. Only in exceptional family circumstances, such as a serious domestic crisis, will a family holiday be recorded as authorised absence.

If I send my child to school surely it's up to the school to make sure my child stays in school?

The law states parents/carers are responsible for making sure their child stays in school and attends classes.

How will I know if have been referred to the Attendance Review Committee?

At each stage of the procedure parents will be informed in writing and may be asked to appear in person.

Could I be referred to the Attendance Review Committee even if I feel I've done everything possible to get my child to attend?

The committee will want to know what steps you have taken.

Will my doctor be informed of the result of any medical examination?

The report from the examination will be sent to your child's doctor.

What will happen if my child is referred to the Children's Reporter?

The Children's Reporter will write to you to tell you a referral has been made. The Children's Reporter will carry out investigations based on reports from a range of sources such as school, Social Work Services and other agencies.

When investigations are completed the decision will be made whether or not to arrange a Hearing. You will be informed in writing.

What will happen if I am issued with an Attendance Order?

See parents leaflet on Attendance Orders.

Further information can be obtained from

Enquire

www.enquire.org.uk

Scottish Government

www.scotland.gov.uk/Topics/Education

Education Scotland

www.educationscotland.gov.uk/supportinglearners/additional-supportneeds/index.asp

West Dunbartonshire Council

<http://www.west-dunbarton.gov.uk/education-and-learning/additional-support-needs>

Additional Support Needs Tribunal (ANST) for Scotland

www.asntscotland.gov.uk

Govan Law Centre

www.edlaw.org.uk

Leaflets in this series

A guide to...

- Additional Support Needs Legislation
- Additional Support Needs in West Dunbartonshire Council
- The Co-ordinated Support Plan (CSP)
- Dyslexia
- Getting Help and Resolving Disagreements:
 - Mediation;
 - Dispute Resolution;
 - Additional Support Needs Tribunal for Scotland (ANSTS)
- Going to Meetings to Discuss Your Child
- Individualised Education Programmes (IEP)
- Staged Intervention
- The Central Support Service
- The Pre-school Assessment Team (PreScAT)

**For more information contact:
Additional Support Needs enquiries:**

Chris Smith, Education Manager – Children’s Services (01389 737374)
Anne Marie McDonald, Central Support Co-ordinator (0141 562 2492)
Pat Montgomery, Quality Improvement Officer (01389 737443)

Other formats

This document can be provided in large print, Braille, audio cassette, and can be translated into different languages.

Please contact:

Corporate Communications, Council Offices, Garshake Road,
Dumbarton, G82 3PU

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。
अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।
درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔