

Attendance at School

Section 30 of the Education Act lays a duty on every parent of a child of "school age" to ensure that their child attends regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, etc, Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised - that is approved by the authority - or unauthorised - that is unexplained by the parent/guardian (truancy) or temporarily excluded from school.

Parents are asked to inform the school by letter or telephone, if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence.

Every effort should be made to avoid family holidays during term time as this seriously disrupts a child's education and greatly reduces learning time. It should be noted that it not only has an adverse effect on a child when s/he is absent from school, but also leads to extended disruption to a child's education for a period of time when s/he returns to school after the family holiday. Such absence will only be authorised where attendance is otherwise satisfactory. Clearly, where attendance is unsatisfactory absence is unauthorised.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the student noted as an authorised absentee in the register.