Dear Parents/Carers,

**Attendance Procedure in Aberdeenshire Schools**

As you will be aware, regular attendance of your child at school is of utmost importance to promote academic progress, encourage positive peer relationships and to provide support to overall emotional wellbeing. Parents have a legal responsibility to provide efficient education for their child until he or she reaches school leaving age (section 30 of the Education (Scotland) Act 1980), and as a school, we would encourage families to support good attendance to ensure the benefits of regular attendance are realised by all.

In line with the Aberdeenshire Council Policy on attendance, we would like to take this opportunity to remind you that any absences should be reported to the school as soon as possible, and by no later than 9.15am on the day of absence with an expected date of return. Staff have a pastoral responsibility to children, so where an absence has not been reported by 9.15am, school administration staff will contact the main parent/carer to determine the cause of absence.

Absence may be considered authorised for a variety of reasons including illness, medical and dental appointments, bereavement. A fuller list of the reasons for authorised absence may be found on the Aberdeenshire Council Promoting and Managing Pupil Attendance in Nursery, Primary and Special Schools Guidance (2022). [Promoting-and-Managing-Pupil-Attendance-in-Nursery-Primary-Special-Schools-Guidance-2022.pdf (asn-aberdeenshire.org)](https://asn-aberdeenshire.org/wp-content/uploads/2022/06/Promoting-and-Managing-Pupil-Attendance-in-Nursery-Primary-Special-Schools-Guidance-2022.pdf)

Absence may not be considered authorised if there is no valid reason for the absence e.g. family holidays during term time, and this will be recorded as unauthorised on your child’s record.

Attendance records are monitored regularly in school to identify any concerns. Where a child’s attendance record has dropped to 90%, contact will be made with parents/carers highlighting this and advising that attendance will be closely monitored for a period of time. If attendance does not improve, and drops to below 85%, a letter will be issued inviting parents/carers to discuss this with the school and how to support the child to improve their attendance.

We all want the best for our young people and working together to promote good attendance in school is one of the best ways of making sure they achieve their potential. If you have any queries or concerns regarding any aspects of this letter, please feel free to contact the school office to discuss further.

Kind regards

