

December 2018
Management Circular No. 49

To **Heads of all educational establishments**

School registers and children and young people absent from school but regarded as being present

Schedule 1 of the Schools General (Scotland) Regulations 1975 states that:

- a) a register of admission and withdrawal shall be kept at every school;
- b) an attendance register shall be kept at every school attended by any day children and young people;
- c) an attendance register or such a register as is specific in Paragraph 6 of the schedule, shall be kept at every boarding school in relation to the children and young people to which that paragraph applies.

The authority is required to report from time to time on school attendance in general and has further statutory obligations to report on the attendance of individual children and young people in certain circumstances, for example to the Reporter to the Children's Panel.

Further, in having due regard to childrens' and young peoples' care and welfare and exercising appropriate vigilance in relation to health and safety, schools must be in a position to account for those present within the campus at any given time.

Head teachers of primary, secondary and additional support needs schools, will use the Click+Go SEEMIS system, to maintain on an up-to-date basis:

- i. a register of admissions to, and withdrawals from, the school.
- ii. a daily register containing the name of each child or young person admitted and indicating the absence of each child or young person not deemed to be present in respect of each opening of the school.
- iii. a note of any unauthorised child or young person absence from individual classes during the course of a day.
- iv. such documentation relating to the monitoring of individual children and young people attendance as may be required by the Executive Director of Education for statutory and other purposes.

Children and young people attending schools will be regarded as being present although not at school, when engaged in the undernoted activities:

Attendance with a school is also covered by:

- work experience;
- educational visits;
- day and residential visits to outdoor centres;
- college/consortium school study;
- interviews and visits relating to further and/or higher education;
- debates, sports, musical or theatrical productions etc. arranged by, or in conjunction with, the school;
- activities in connection with psychological services;
- school medical examinations off-site;
- hospital tuition;
- Study leave during the SQA diet of exams;
- Receiving tuition via hospital or outreach teaching services;
- Medical and dental appointments;
- Sickness with appropriate educational provision.

Young people who are attending a further education college for more than half of the week should have their attendance monitored and updated using the information provided by the college. The school should monitor the effectiveness of the placement and ensure that the personal and social development needs of young people are being met.

During exceptional circumstances, e.g. fuel shortage, fire, elections, strikes, etc. where a school is closed for a whole day the number of school openings will be reduced by the number of days total closure and registers will not be marked.

Where only a minority of children and young people are in attendance for the whole or any part of the day, the school will be regarded as closed for the purpose of formal children and young people registration and the number of school openings will be reduced by the number of days partial closure and registers will not be marked. However, where it is possible to provide education for the majority of children and young people this should be regarded as a normal opening and the children and young people who cannot be accommodated should be given credit for attendance which they might have made in normal circumstances.

The total number of attendances at the end of the year should indicate the number of openings approved by the Executive Director of Education less the number of non-attendance due to the exceptional circumstances situation and nationally agreed in-service days. Where schools are deemed to be closed for the purpose of formal children and young people registration but some educational provision is on offer to any group of children and young people then a note must be kept of those children and young people present at each class which is held both to cover possible emergencies which may arise during the course of the day and for future reference should this prove to be necessary.

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