East Lothian Council

**REPORT TO:** Education Committee

**MEETING DATE:** 19 November 2019

**BY:** Depute Chief Executive (Resources and People Services)

**SUBJECT:** Attendance, Absence and Exclusions to 2018/19

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## 1 PURPOSE

1.1 To inform the Committee of trends in school attendance and exclusion rates and to outline strategies and next steps to improve attendance and reduce absence and exclusions from schools in East Lothian.

## 2 RECOMMENDATIONS

2.1 The Committee is asked to consider and note the reduction in exclusions and school days lost through exclusion.

## 3 BACKGROUND

3.1 Parents are responsible for ensuring that their child attends school regularly and where an absence should occur, informing the school as to the nature of non-attendance and possible length. This information is then recorded by schools on their school management information system to monitor pupil engagement and also to ensure pupils' safety and wellbeing by following up on pupils who do not attend school.

3.2 Exclusion from school is used on occasions when the safety of the pupil concerned or others is at risk if the pupil remains in school. The period of exclusion should be as short as possible and used as a "breathing space" to enable the school/family/other agencies to work together to support the child/young person to return to school successfully. Exclusion from school is the last resort in the context of promoting positive relationships and behaviour.

3.3 This report summarises the trends in pupil attendance, absence and exclusion rates in East Lothian schools, as recorded in the school

management information system, over the five-year period since 2014/15 to 2018/19. The data on attendance and absence relates to half-days of school openings expressed as a percentage of the total possible openings. The data on exclusions relates to the number of cases or incidences of exclusion and not the number of individual pupils excluded, as a pupil can be excluded multiple times. The number of exclusions is expressed as a rate per thousand pupils to provide a rate of exclusion that is relative to the size of the cohort. This provides a more helpful illustrative comparison between radically different cohort sizes.

3.4 Data on attendance, absence and exclusions are only collected nationally biennially (every two years). The next update on the national average for 2018/19 will be available in December 2019. A comparison with the current national rate is therefore not included in this report.

3.5 The main highlights for East Lothian are provided in paragraphs 3.6 to 3.17. The full Summary of Attendance, Absence and Exclusion rates in East Lothian 2014/15 to 2018/19 is provided in Appendix 1. The categories of attendance and absence used in this report are set out in Appendix 2.

**East Lothian Performance to 2018/19**

**Attendance**

3.6 The overall average attendance rate in East Lothian schools for 2018/19 was 93.1%. This is in line with the previous year and shows a slight drop from 93.9% in 2014/15.

3.7 In the primary sector there was a slight increase in the primary attendance rate of 0.2% on the 2017/18 rate of 95.0%. The primary attendance rate in 2018/19 is similar to previous years and shows a slight drop from 95.6% in 2014/15 to 95.2% in 2018/19.

3.8 There was a slight drop in the secondary attendance rate of 0.3% on the 2017/18 rate of 90.2%. The secondary attendance rate has dropped from 91.4% in 2014/15 to 89.9% in 2018/19.

3.9 Primary pupils living in the 20% most deprived areas had an attendance rate that was 2.5 percentage points lower than primary pupils living in the 20% least deprived areas. This is similar to previous years.

3.10 Secondary pupils living in the 20% most deprived areas had an attendance rate that was 9.7 percentage points lower than secondary pupils living in the 20% least deprived areas (an increase of 2.3 percentage points since 2014/15).

3.11 Pupils with additional support needs had an attendance rate that was 3.7 percentage points lower than pupils with no additional support needs, with the difference greater in secondary school. Since 2014/15 the gap in the secondary sector has increased from 3.7 percentage points to 4.5

percentage points in 2018/19, while in the primary sector the gap has increased from 1.5 percentage points to 2.1 percentage points.

3.12 Pupils who are looked after had an attendance rate that was 5.2 percentage points lower than pupils who are not looked after. As with ASN the difference is greater in secondary school. Since 2014/15 the gap in the secondary sector has increased from 7.9 percentage points to 9.9 percentage points in 2018/19, while in the primary sector the gap is broadly similar to the gap in 2014/15 at 0.8 percentage points.

**Exclusions**

3.13 In 2018/19, the overall exclusion rate in East Lothian was at its lowest rate over the reported period showing a drop from 35.9 in 2014/15 to 16.8 per thousand pupils.

3.14 The primary exclusion rate was 4.4 per thousand pupils showing a drop from 11.6 in 2014/15.

3.15 The secondary exclusion rate was 35.3 per thousand pupils showing a drop from 71.1 in 2014/15.

3.16 Over the five-year period there were no permanent exclusions from schools in East Lothian.

3.17 Rates of exclusion per thousand for primary pupils living in the 20% most deprived areas were 24.5 compared with 1.1 per thousand pupils living in the 20% least deprived areas. The exclusion rate gap reduced between primary pupils living in the most deprived and least deprived areas reduced from 54.5 per thousand in 2014/15 to 23.4 per thousand in 2018/19.

3.18 Rates of exclusion per thousand for secondary pupils living in the 20% most deprived areas were 49.0 compared with 9.0 per thousand pupils living in the 20% least deprived areas. The exclusion rate gap between secondary pupils living in the most deprived and least deprived areas reduced from 158.8 per thousand in 2014/15 to 40.0 per thousand in 2018/19.

3.19 Pupils with additional support needs have a higher exclusion rate than pupils with no additional support needs, with the difference greater in secondary school. Since 2014/15 the exclusion rate gap between those with ASN and with no ASN in the primary sector has reduced from 55.7 points in to 16.6 points in 2018/19 while the secondary sector has increased slightly from 45.3 points in 2014/15 to 51.1 points in 2018/19, although significant reductions have been made each year since 2015/16.

3.20 Pupils who are looked after have a higher exclusion rate than pupils who are not looked after, with the difference greater in secondary school. Since 2014/15 the overall exclusion rate for both pupils who are looked after and those who are not looked after has reduced with the gap in exclusion rates also between the two groups of pupils also reducing. The gap in exclusion

rates in the primary sector has reduced from 9.4 points in 2014/15 to 3.4 points in 2018/19 while in the secondary sector the gap has reduced from 64.2 points in 2014/15 to 31.1 points in 2018/19.

3.21 Following publication of Included, engaged and involved part 2: managing school exclusions by the Scottish Government in June 2017, East Lothian Council's exclusion policy ('Included, Engaged and Involved: A positive approach to preventing and managing school exclusions') was updated in August 2018. As a result of this updated policy, further support has been provided to school staff to further embed a consistent approach across all schools. Data is showing a reduction in exclusions in primary schools and a significant reduction in secondary schools.

**Next Steps for Improvement**

3.22 As indicated in the Education and Children's Service Improvement Plan, we are putting in place strategies to improve attendance, manage absence and reduce exclusions. In addition, work has commenced to develop a framework to support Getting it Right for Every Child and the decision making processes that support the needs of children. During session 2018/19, The Scottish Government provided additional funding as part of the Pupil Equity Fund for children who are Care Experienced. In June 2019, the Education Service appointed a Virtual Head Teacher to lead support for this group of children and young people and to ensure improved outcomes. In January 2018, an exclusion and attendance monitoring group was been established to review, monitor, report and support schools in these areas. Monthly monitoring of pupil attendance below 85% and below 50% informs discussion as well as the appropriate use of attendance and absence codes. Particular focus is placed upon children and young people with additional support needs including care experienced young people. Work is also progressing through the 'Getting it Right for Babies' and the 'Getting it Right for Teens' working groups that have been established through the Children's Strategic Partnership.

3.23 Included, Engaged and Involved Part 1: Promoting and Managing School Attendance was published by the Scottish Government in June 2019 and draws together advice on good practice and establishes requirements regarding classifying and recording attendance and absence. It also provides guidance to schools and local authorities on how to promote engagement and motivation, including among those who may be at risk of poor attendance. During 2019/20 the East Lothian exclusion and attendance monitoring group will be developing a new attendance policy and updated guidance for East Lothian Council staff will also be issued in light of this.

3.24 Targets to reduce exclusions further as well as the number of pupils with less than 50% and 85% attendance will be introduced as part of this work in line with 'Included, Engaged and Involved Part 2' (2017) and 'Included, Engaged and Involved Part 1' (2019).

3.25 The Education Service will continue to work with key stakeholders with a continued focus on improving attendance through regular reporting and Quality Improvement Team discussions with Head Teachers.

## 4 POLICY IMPLICATIONS

4.1 There are no direct policy implications associated with this report.

## 5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## 6 RESOURCE IMPLICATIONS

6.1 Financial – none.

6.2 Personnel – none.

6.3 Other – none.

## 7 BACKGROUND PAPERS

7.1 None.

Appendix 1: Summary of Attendance, Absence and Exclusion rates in East Lothian to 2018/19 and Appendix 2 – Categories of Attendance & Absence



| | |
|---|---|
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| **DATE** | 23 October 2019 |

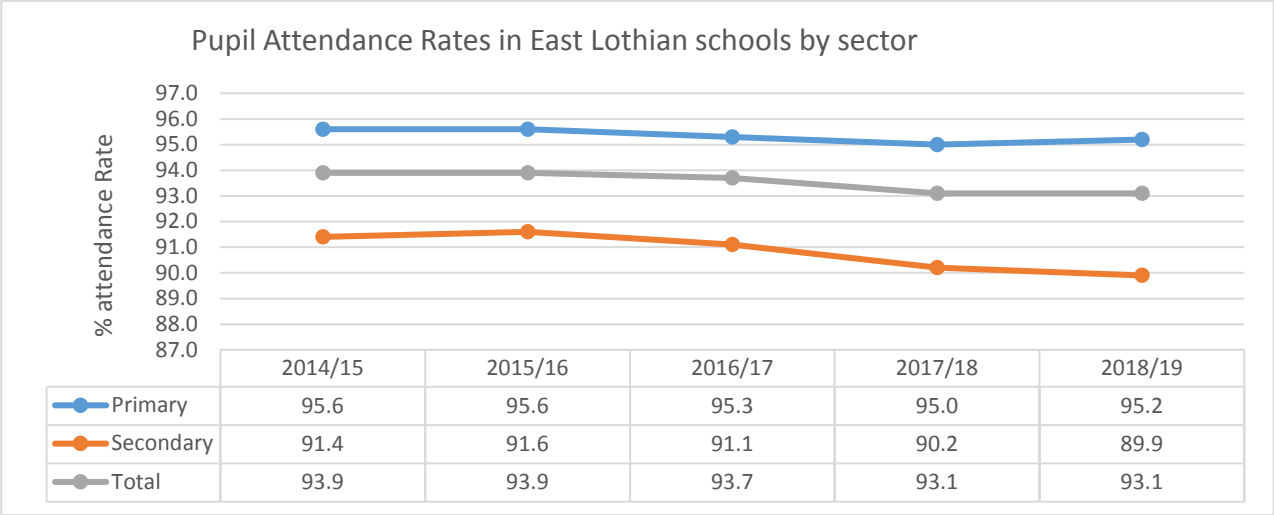
**Appendix 1**

**East Lothian Council – Education Service**

**Summary of Attendance, Absence and Exclusion rates in East Lothian 2014/15 to 2018/19**

## 1. Attendance & Absence

### 1.1 Pupil Attendance Trends in East Lothian Schools by Sector




| | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|---|---|---|---|---|
| Primary | 95.6 | 95.6 | 95.3 | 95.0 | 95.2 |
| Secondary | 91.4 | 91.6 | 91.1 | 90.2 | 89.9 |
| Total | 93.9 | 93.9 | 93.7 | 93.1 | 93.1 |

- Overall, percentage attendance in East Lothian shows a slight drop from 93.9% in 2014/15 to 93.1% in 2018/19. In the primary sector the attendance rate dropped from 95.6% in 2014/45 to 95.2% in 2018/19. In the secondary sector the rate dropped from 91.4% in 2014/15 to 89.9% in 2018/19.
- East Lothian attendance rates overall have been just above the national average rates reported in 2014/15 and 2016/17 for the primary sector and just below for the secondary sector. National data for 2018/19 is not available until December 2019.

### 1.2 Attendance and Absence by detailed reason

The full breakdown of categories of attendance and absence for each sector is detailed in Tables 1 and 2:

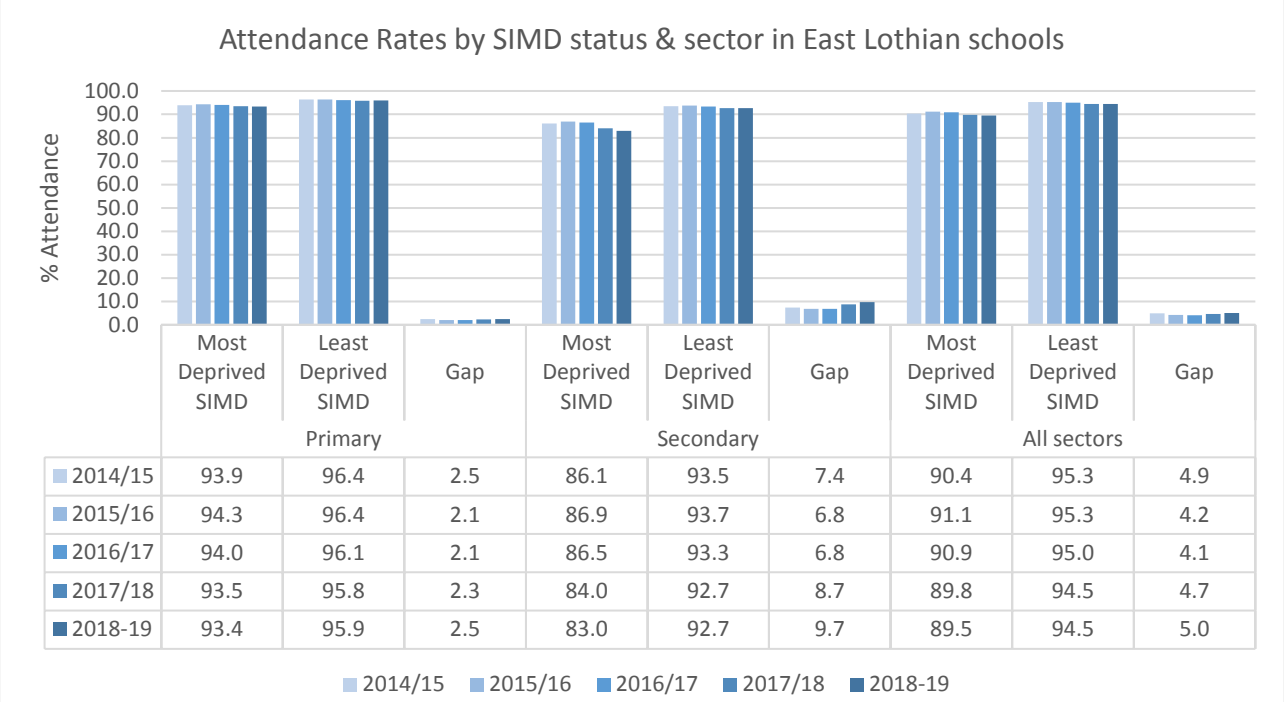
**Table 1: Percentage attendance and absence by detailed reason in primary schools**

| | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|---|---|---|---|---|
| ***Attendance*** | **95.64** | **95.60** | **95.33** | **94.98** | **95.16** |
| In school | 94.39 | 94.43 | 94.10 | 93.67 | 93.92 |
| Late 1: Arrives before 50% of opening | 1.25 | 1.17 | 1.23 | 1.31 | 1.24 |
| Sickness with education provision | - | - | - | - | - |
| ***Authorised absence*** | **3.38** | **3.20** | **3.31** | **3.59** | **3.38** |
| Sickness without education provision | 3.15 | 2.99 | 3.09 | 3.32 | 3.18 |
| Very late: Arrives after 50% of opening | 0.00 | 0.00 | 0.00 | 0.01 | 0.01 |
| Family holidays authorised by school | 0.07 | 0.05 | 0.06 | 0.03 | 0.03 |
| Exceptional domestic circumstances | 0.03 | 0.03 | 0.04 | 0.04 | 0.04 |
| Other authorised | 0.13 | 0.13 | 0.12 | 0.19 | 0.12 |
| ***Unauthorised absence*** | **0.98** | **1.19** | **1.33** | **1.44** | **1.46** |
| Family holidays not authorised by school | 0.70 | 0.84 | 0.90 | 0.98 | 0.96 |
| Truancy, including unexplained absence | 0.19 | 0.24 | 0.32 | 0.37 | 0.39 |
| Exceptional domestic circumstances (unauthorised) | 0.02 | 0.02 | 0.02 | 0.02 | 0.04 |
| Other unauthorised | 0.07 | 0.09 | 0.09 | 0.07 | 0.07 |
| ***Temporary Exclusions*** | **0.01** | **0.02** | **0.01** | **0.01** | **0.00** |

**Table 2: Percentage attendance and absence by detailed reason in secondary schools**

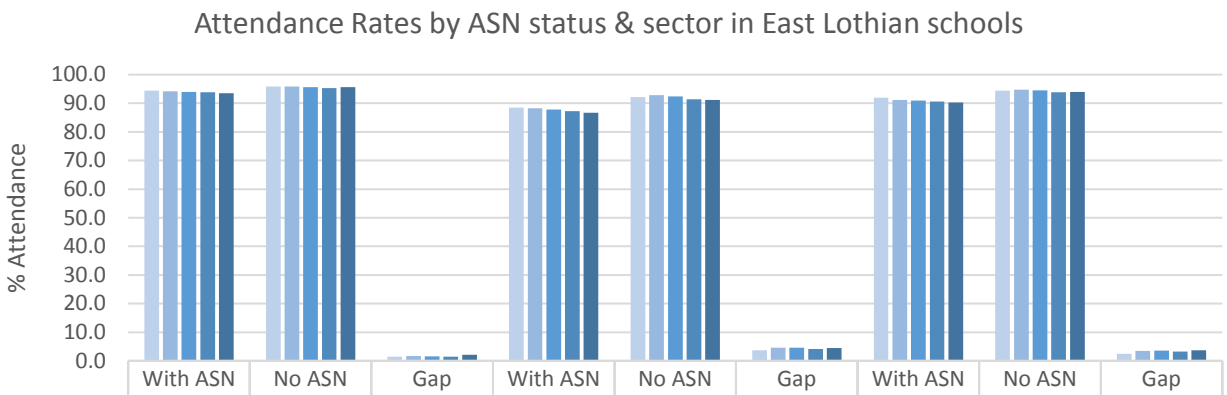
| | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|---|---|---|---|---|
| ***Attendance*** | **91.42** | **91.57** | **91.12** | **90.18** | **89.85** |
| In school | 88.48 | 88.61 | 87.77 | 86.57 | 86.01 |
| Late 1: Arrives before 50% of opening | 1.98 | 2.14 | 2.51 | 2.82 | 3.12 |
| Work experience | 0.87 | 0.72 | 0.81 | 0.72 | 0.67 |
| Sickness with education provision | 0.09 | 0.10 | 0.03 | 0.07 | 0.05 |
| ***Authorised absence*** | **5.57** | **5.30** | **5.38** | **5.57** | **5.61** |
| Sickness without education provision | 4.87 | 4.66 | 4.70 | 4.86 | 4.94 |
| Very late: Arrives after 50% of opening | 0.07 | 0.06 | 0.07 | 0.07 | 0.08 |
| Family holidays authorised by school | 0.08 | 0.07 | 0.07 | 0.04 | 0.02 |
| Exceptional domestic circumstances | 0.08 | 0.08 | 0.13 | 0.16 | 0.14 |
| Other authorised | 0.47 | 0.43 | 0.41 | 0.44 | 0.43 |
| ***Unauthorised absence*** | **2.93** | **2.97** | **3.35** | **4.10** | **4.28** |
| Family holidays not authorised by school | 0.42 | 0.45 | 0.48 | 0.54 | 0.53 |
| Truancy, including unexplained absence | 2.15 | 2.15 | 2.47 | 3.12 | 3.09 |
| Exceptional domestic circumstances (unauthorised) | 0.00 | 0.01 | 0.01 | 0.00 | 0.01 |
| Other unauthorised | 0.36 | 0.36 | 0.39 | 0.44 | 0.65 |
| ***Temporary Exclusions*** | **0.09** | **0.11** | **0.08** | **0.08** | **0.04** |

### 1.3 Attendance by pupil characteristic




| | Primary | | | Secondary | | | All sectors | | |
|---|---|---|---|---|---|---|---|---|---|
| | Most Deprived SIMD | Least Deprived SIMD | Gap | Most Deprived SIMD | Least Deprived SIMD | Gap | Most Deprived SIMD | Least Deprived SIMD | Gap |
| 2014/15 | 93.9 | 96.4 | 2.5 | 86.1 | 93.5 | 7.4 | 90.4 | 95.3 | 4.9 |
| 2015/16 | 94.3 | 96.4 | 2.1 | 86.9 | 93.7 | 6.8 | 91.1 | 95.3 | 4.2 |
| 2016/17 | 94.0 | 96.1 | 2.1 | 86.5 | 93.3 | 6.8 | 90.9 | 95.0 | 4.1 |
| 2017/18 | 93.5 | 95.8 | 2.3 | 84.0 | 92.7 | 8.7 | 89.8 | 94.5 | 4.7 |
| 2018-19 | 93.4 | 95.9 | 2.5 | 83.0 | 92.7 | 9.7 | 89.5 | 94.5 | 5.0 |

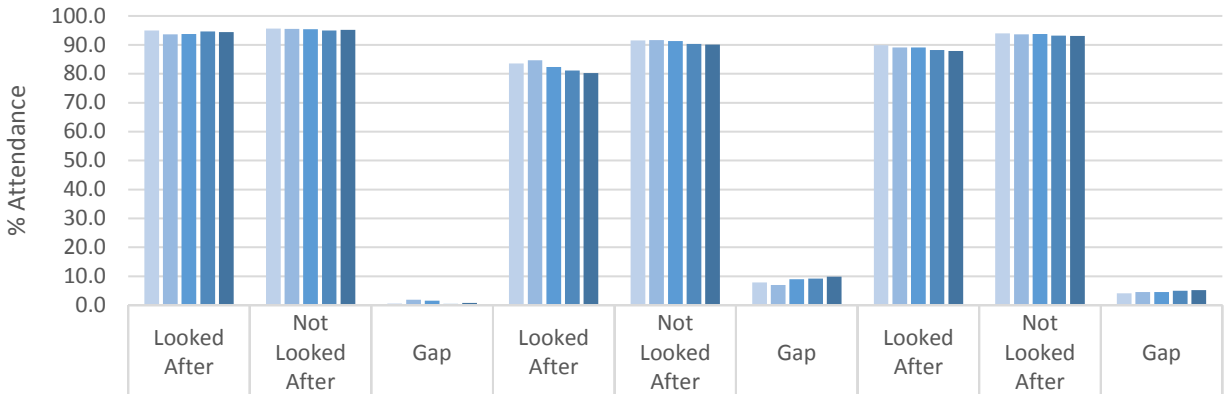
- Pupils living in the 20% most deprived areas (based on Scottish Index of Multiple Deprivation (SIMD) had lower attendance rates each year than those pupils living in the 20% least deprived areas. In primary schools, pupils living in the most deprived areas had an attendance rate between 2 and 2.5 percentage points lower than pupils living in the least deprived areas each year. In secondary schools, the gap is wider with pupils living in the most deprived areas having an attendance rate 9.7 percentage points lower in 2018/19. The gap in secondary schools has increased by 2.3 percentage points since 2014/15.




| | Primary | | | Secondary | | | All sectors | | |
|---|---|---|---|---|---|---|---|---|---|
| | With ASN | No ASN | Gap | With ASN | No ASN | Gap | With ASN | No ASN | Gap |
| 2014/15 | 94.4 | 95.9 | 1.5 | 88.5 | 92.2 | 3.7 | 91.9 | 94.4 | 2.5 |
| 2015/16 | 94.2 | 95.9 | 1.7 | 88.2 | 92.8 | 4.6 | 91.2 | 94.7 | 3.5 |
| 2016/17 | 94.0 | 95.6 | 1.6 | 87.8 | 92.4 | 4.6 | 90.9 | 94.5 | 3.6 |
| 2017/18 | 93.8 | 95.3 | 1.5 | 87.2 | 91.4 | 4.2 | 90.6 | 93.8 | 3.2 |
| 2018-19 | 93.5 | 95.6 | 2.1 | 86.7 | 91.2 | 4.5 | 90.3 | 94.0 | 3.7 |



- The attendance rate for pupils with ASN is typically between 3 and 4 percentage points lower than pupils with no ASN across the 5 year period. Since 2014/15 the overall attendance rate for both pupils with ASN and those without ASN shows a slight drop. The gap in primary school attendance rates between those with ASN and those without ASN has increased slightly from 1.5 to 2.1 percentage points over the five-year period while the secondary gap has increased from 3.7 to 4.5 percentage points.




| | Primary | | | Secondary | | | All sectors | | |
|---|---|---|---|---|---|---|---|---|---|
| | Looked After | Not Looked After | Gap | Looked After | Not Looked After | Gap | Looked After | Not Looked After | Gap |
| 2014/15 | 95.0 | 95.6 | 0.6 | 83.6 | 91.5 | 7.9 | 89.9 | 94.0 | 4.1 |
| 2015/16 | 93.6 | 95.5 | 1.9 | 84.7 | 91.7 | 7.0 | 89.1 | 93.6 | 4.5 |
| 2016/17 | 93.8 | 95.4 | 1.6 | 82.3 | 91.3 | 9.0 | 89.1 | 93.7 | 4.6 |
| 2017/18 | 94.6 | 95.0 | 0.4 | 81.1 | 90.3 | 9.2 | 88.2 | 93.2 | 5.0 |
| 2018/19 | 94.4 | 95.2 | 0.8 | 80.2 | 90.1 | 9.9 | 87.9 | 93.1 | 5.2 |

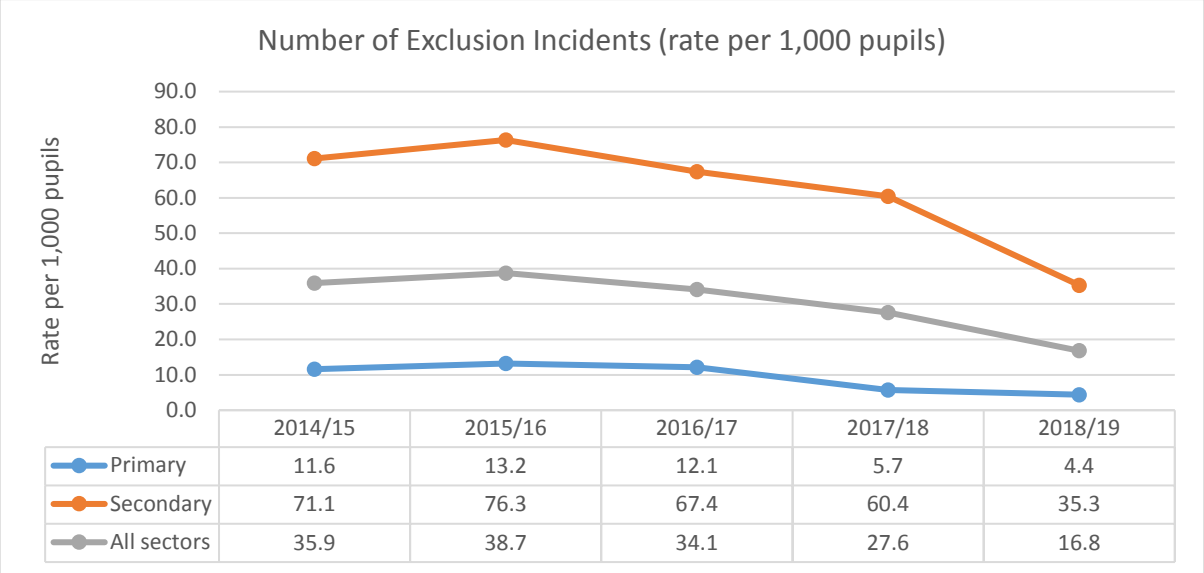


- The attendance rate for pupils who are looked after is typically between 4 and 5 percentage points lower than pupils who are not looked after across the 5 year period. Since 2014/15 the overall

attendance rate for both pupils who are looked after and those who are not looked after shows a slight drop. The gap in primary school attendance rates between those pupils who are looked after and not looked after is broadly similar to the gap in 2014/15 at 0.8 percentage points while the secondary gap has increased from 7.9 to 9.9 percentage points.

## 2. Exclusions

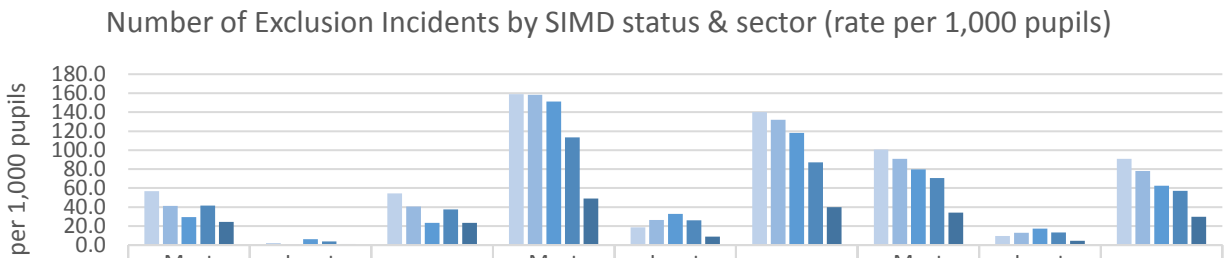
### 2.1 Number of Exclusion Incidents in East Lothian Schools by sector expressed as a rate per 1,000 pupils




| | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|---|---|---|---|---|
| Primary | 11.6 | 13.2 | 12.1 | 5.7 | 4.4 |
| Secondary | 71.1 | 76.3 | 67.4 | 60.4 | 35.3 |
| All sectors | 35.9 | 38.7 | 34.1 | 27.6 | 16.8 |

- Exclusions Incidents in East Lothian are at their lowest rate since 2014/15 in both primary and secondary schools. The overall temporary exclusion rate dropped from 35.9 in 2014/15 to 16.8 per thousand pupils in 2018/19. The primary rate dropped from 11.6 in 2014/15 to 4.4 per thousand in 2018/19 while the secondary rate dropped from 71.1 to 35.3 per thousand. Over the five-year period there were no permanent exclusions from schools in East Lothian.

### 3.2 Exclusion Rates by pupil characteristic

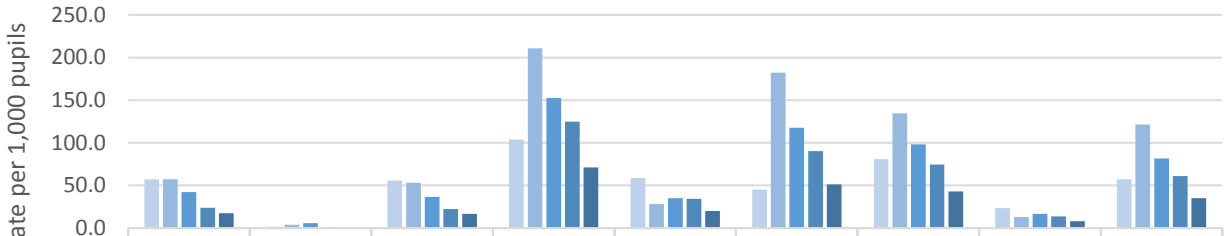



| | Primary | | | Secondary | | | All sectors | | |
|---|---|---|---|---|---|---|---|---|---|
| | Most Deprived SIMD | Least Deprived SIMD | Gap | Most Deprived SIMD | Least Deprived SIMD | Gap | Most Deprived SIMD | Least Deprived SIMD | Gap |
| 2014/15 | 56.8 | 2.2 | 54.5 | 158.8 | 18.7 | 140.2 | 100.5 | 9.5 | 90.9 |
| 2015/16 | 41.2 | 0.8 | 40.4 | 158.5 | 26.5 | 132.0 | 90.8 | 12.8 | 78.0 |
| 2016/17 | 29.6 | 6.1 | 23.5 | 151.3 | 33.0 | 118.3 | 79.9 | 17.2 | 62.6 |
| 2017/18 | 41.4 | 4.0 | 37.5 | 113.4 | 26.2 | 87.1 | 70.6 | 13.4 | 57.2 |
| 2018/19 | 24.5 | 1.1 | 23.4 | 49.0 | 9.0 | 40.0 | 34.3 | 4.4 | 29.9 |

- The exclusion rate for pupils living in the 20% most deprived areas in 2018/19 is more than seven times higher than for pupils living in the 20% least deprived areas. Rates of exclusion per thousand for pupils living in the most deprived areas were 34.3 compared with 4.4 per thousand for pupils living in the least deprived areas. Since 2014/15 the gap in the exclusion rate between pupils from the most and least deprived areas has reduced from 90.9 points in 2014/15 to 29.9 points in 2018/19.

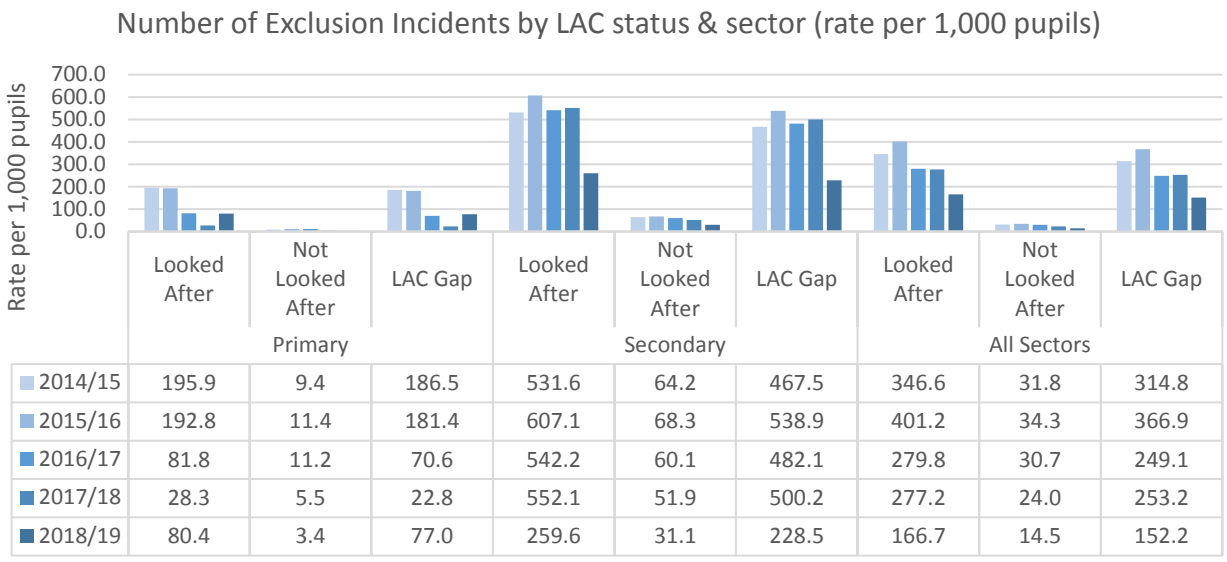
- Rates of exclusion per thousand for primary pupils living in the 20% most deprived areas were 24.5 compared with 1.1 per thousand for pupils living in the 20% least deprived areas. Since 2014/15 the gap in the exclusion rate between pupils from the most and least deprived areas has reduced from 54.5 points in 2014/15 to 23.4 points in 2018/19.

- Rates of exclusion per thousand for secondary pupils living in the 20% most deprived areas were 49.0 compared with 9.0 per thousand pupils living in the 20% least deprived areas. Since 2014/15 the gap in the exclusion rate between pupils from the most and least deprived areas has reduced from 140.2 points in 2014/15 to 40.0 points in 2018/19.




| | Primary | | | Secondary | | | All sectors | | |
|---|---|---|---|---|---|---|---|---|---|
| | With ASN | No ASN | Gap | With ASN | No ASN | Gap | With ASN | No ASN | Gap |
| 2014/15 | 57.2 | 1.5 | 55.7 | 104.0 | 58.7 | 45.3 | 80.7 | 23.4 | 57.3 |
| 2015/16 | 57.0 | 3.8 | 53.2 | 210.7 | 28.3 | 182.3 | 134.5 | 13.1 | 121.5 |
| 2016/17 | 42.1 | 5.7 | 36.4 | 152.7 | 35.0 | 117.6 | 98.3 | 16.5 | 81.8 |
| 2017/18 | 23.9 | 1.4 | 22.4 | 124.7 | 34.3 | 90.4 | 74.4 | 13.6 | 60.8 |
| 2018/19 | 17.3 | 0.7 | 16.6 | 71.2 | 20.1 | 51.1 | 42.9 | 8.0 | 34.9 |

- The East Lothian exclusion rate in 2018/19, for pupils with ASN, is more than 5 times higher than those who have no ASN. Since 2014/15 the exclusion rate for pupils with ASN has fluctuated and shows an overall drop from 80.7 per thousand in 2014/15 to 42.9 per thousand in 2018/19. The exclusion rate gap between those with ASN and with no ASN in the primary sector has reduced from 55.7 points in 2014/15 to 16.6 points in 2018/19 while the secondary sector has increased slightly from 45.3 points in 2014/15 to 51.1 points in 2018/19, although significant reductions have been made each year since 2015/16.




| | Primary | | | Secondary | | | All Sectors | | |
|---|---|---|---|---|---|---|---|---|---|
| | Looked After | Not Looked After | LAC Gap | Looked After | Not Looked After | LAC Gap | Looked After | Not Looked After | LAC Gap |
| 2014/15 | 195.9 | 9.4 | 186.5 | 531.6 | 64.2 | 467.5 | 346.6 | 31.8 | 314.8 |
| 2015/16 | 192.8 | 11.4 | 181.4 | 607.1 | 68.3 | 538.9 | 401.2 | 34.3 | 366.9 |
| 2016/17 | 81.8 | 11.2 | 70.6 | 542.2 | 60.1 | 482.1 | 279.8 | 30.7 | 249.1 |
| 2017/18 | 28.3 | 5.5 | 22.8 | 552.1 | 51.9 | 500.2 | 277.2 | 24.0 | 253.2 |
| 2018/19 | 80.4 | 3.4 | 77.0 | 259.6 | 31.1 | 228.5 | 166.7 | 14.5 | 152.2 |

- The exclusion rate in 2018/19, for pupils who are looked after, is more than 11 times higher than those who are not looked after. Since 2014/15 the overall exclusion rate for both pupils who are looked after and those who are not looked after has reduced with the gap in exclusion rates also between the two groups of pupils also reducing. The gap in exclusion rates between those who are looked after and not looked in the primary sector has reduced from 9.4 points in 2014/15 to 3.4 points in 2018/19 while in the secondary sector the gap has reduced from 64.2 points in 2014/15 to 31.1 points in 2018/19.

**Appendix 2**

**Scottish Government Categories of Attendance & Absence**

| Code | Description | Explanation |
|---|---|---|
| 1 | Possible half-day attendances to date | The number of possible half day attendances while the pupil is on the school roll. This will normally be the same for all children in the school, unless a pupil has joined or left the school part way through. |
| 2 | Extended leave with parental consent | Extended leave with parental consent is not to be considered the same as a family holiday. Extended leave with parental consent should be recorded separately outside the figures for attendance and absence, and includes circumstances such as:<br>• Extended overseas educational trips not organised by the school<br>• Short-term parental placement abroad<br>• Family returning to its country of origin (to care for relative, or for cultural reasons) |
| 10 | Attendance | Include:<br>• Attendance in school<br>• Educational visits organised by the school<br>• No study leave is to be given out with this period<br>• Other attendance out of school [e.g. pupil on a day release to a college or another school for a specific subject]<br>• It is the responsibility of the host school to inform the originating school if the pupil is absent<br>• Medical and dental appointments that last less than an opening should be recorded as attendance<br>• However, should the appointment last for a full opening then it must be recorded within "Sickness with no Educational Provision". |
| 11 | Late 1: Arrives before 50% of opening | Where a pupil has arrived late but during the first half of the opening, this will be marked as late (L1). This is regardless of whether the lateness is for a valid reason.<br>For schools using period-by-period registration, any registration in periods beginning in the first half of the opening will be converted to an overall L1 code for the opening (even if a later period is missed) |
| 12 | Work experience | Include<br>• Work experience, arranged or agreed by the school<br>• Volunteering, arranged or agreed by the school |
| 13 | Sickness with educational provision | This may include time spent on sick leave or maternity leave, with proof such as a parental letter or medical certificate, and where adequate educational provision has been made. |
| 20 | Sickness with no education provision | This would include any time where a pupil is off sick, with proof of illness such as a parental letter or medical certificate, and section 14 of Education (Scotland) Act 1980 is not applicable.<br>Medical/Dental appointments that last the duration of a full opening should be recorded within this field. |

| Code | Description | Explanation |
|---|---|---|
| 21 | Late 2: Arrives after 50% of opening | Where a pupil has arrived late but during the second half of the opening, then this will be marked as Late (L2). This recording is regardless of whether the lateness is for a valid reason. For schools using period-by-period registration in periods beginning in the first half of the opening, will be converted to an overall L2 code for the opening (even if a later period is subsequently missed). Included in summary Authorised Absence Statistics though LAs may choose to include Late2 in a pupil's attendance statistics. |
| 22 | Family holidays authorised by school | Under exceptional circumstances schools can authorise a family holiday during term time. Such circumstances may include:<br><br>• Important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.<br><br>A family holiday classified under the "authorised absence" category should not include reasons such as:<br><br>• The availability of cheap holidays<br>• The availability of desired accommodation<br>• Poor weather experienced during school holidays<br>• Holidays which overlap the beginning or end of term<br>• Parental difficulty in obtaining leave |
| 23 | Exceptional domestic circumstances (authorised) | This relates to short-term exceptional domestic circumstances. Absences related to short-term exceptional domestic circumstances can be classified as both authorised and unauthorised absence. Authorised absence under this heading covers situations such as:<br><br>• The period immediately after an accident or illness<br>• A period of serious or critical illness of a close relative<br>• A domestic crisis which causes serious disruption to the family home, causing temporary relocation |
| 24 | Other authorised absence | Includes<br>• Immediate family weddings<br>• Bereavements<br>• Religious observances<br>• Attendance at court<br>• Attendance at child care review<br>• Attendance at children's hearing<br>• Lack of transport – including due to bad weather<br>• Sporting & cultural events not arranged by the school, but approved by them. |
| 25 | Part-time Timetable (exclusion related) | Include all absence under a formal part-time arrangement related to exclusion |
| 26 | Part-time Timetable (health related) | Include all absence under a formal part-time arrangement related to health |

**Appendix 2**

| Code | Description | Explanation |
|---|---|---|
| 30 | Family holidays not authorised by school | Under exceptional circumstances schools can authorise a family holiday during term time. Such circumstances may include:<br><br>• Important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.<br><br>A family holiday classified under the "authorised absence" category should not include reasons such as:<br><br>• The availability of cheap holidays<br>• The availability of desired accommodation<br>• Poor weather experienced during school holidays<br>• Holidays which overlap the beginning or end of term<br>• Parental difficulty in obtaining leave |
| 31 | Truancy, including unexplained absence | Include all absence for which no adequate explanation has been provided. |
| 32 | Exceptional domestic circumstances (unauthorised) | This relates to short-term exceptional domestic circumstances. Absences related to short-term exceptional domestic circumstances can be classified as both authorised and unauthorised absence. Authorised absence under this heading covers situations such as:<br><br>• the period immediately after an accident or illness<br>• a period of serious or critical illness of a close relative<br>• a domestic crisis which causes serious disruption to the family home, causing temporary relocation<br><br>However, where additional services provided by the LA to address this situation have not been taken up, leading to continued absence, this is considered to be unauthorised. |
| 33 | Other unauthorised absence | Include any other reasons for unauthorised absence; e.g. where a parent is refusing to send their child to school following a dispute with school, or when a parent refuses to sign a behaviour agreement following an exclusion. |
| 40 | Temporary exclusion | Include all pupils excluded from school on a temporary basis. Information should be consistent with that supplied in the exclusions data.<br><br>Where a decision has been taken to remove a pupil from the register following an exclusion, the school is not expected to continue to mark the pupil as absent. |