



Education  
Scotland  
Foghlam Alba

# Developing a context specific school attendance policy

August 2024

# Copyright

Crown copyright 2024.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit the [National Archives website](#).

Please [contact us](#) if you would like to know more about Education Scotland publications.

First published August 2024.

[Views expressed in this report are not necessarily those of Education Scotland or any other government department.]

# Contents

Copyright.....	2
Contents.....	3
Developing a context specific school attendance policy .....	4

## Developing a context specific school attendance policy

1. Identify school leader(s) with responsibility for improving whole school attendance.
2. Identify relevant stakeholders from across the school community (in school and beyond).
3. Identified school lead engages with current attendance data and both national and local authority policies for vision, rationale, guidance and legislation.
4. School undertakes [self-evaluation](#) of current attendance supports and challenges to identify areas for action (data, observations and views).
5. Stakeholders are consulted at relevant points to ensure context specific information.
6. School attendance policy and procedures are created in alignment with national and authority level guidance.
7. School promotes final attendance policy and procedures with all stakeholders.
8. School lead for attendance creates timeline and action plan for implementation of the policy. Possible use a school 'Action Enquiry Activity' to inform the action plan.
9. Agree a date for policy to be reviewed.