



ATTENDANCE POLICY

Stranraer Academy | 2025

Aligned with Scottish National Policy and Dumfries & Galloway Council Guidance

POLICY STATEMENT

Regular attendance at school is essential to ensure that every young person has the best possible opportunity to learn, achieve, and succeed. Stranraer Academy is committed to working in partnership with parents, carers, pupils, and Dumfries and Galloway Council to promote high levels of attendance.

The Council's expectation is that all pupils will aim for a minimum of 95% attendance. We recognise that some pupils may face barriers to attendance, including medical needs or other exceptional circumstances, and we are committed to supporting them through appropriate planning and partnership working.

RATIONALE

- Attendance at school is a legal requirement under the Education (Scotland) Act 1980.
- Missing school leads to gaps in learning, reduced attainment, and can affect wellbeing and social development.
- Research shows that absence of more than 4 days in a four-week period has a measurable negative impact on progress.
- Parents/carers have a duty to ensure regular attendance and must work with the school and the local authority where attendance falls below acceptable levels.

PRINCIPLES

- Every pupil has the right to education and the responsibility to attend regularly.
- The school will take a supportive, staged approach to addressing attendance issues, consistent with Dumfries and Galloway Council procedures.
- Attendance concerns will be addressed in partnership with parents, carers, and — where appropriate — multi-agency partners.
- We will ensure that all attendance data is accurately recorded and monitored.

CRITERIA FOR SUCCESS

- Reduction in overall absence rates.
- Reduction in unauthorised and unexplained absences.



- Improved punctuality.
- Increased parental engagement in attendance monitoring.
- Evidence of improved pupil outcomes and attainment linked to better attendance.
- Effective use of staged interventions, with appropriate referrals to Children and Families Service when required.

ROLES AND RESPONSIBILITIES

Pupils

- Attend school regularly, arrive on time, and be prepared for lessons.
- Sign in/out at the office when leaving/arriving outwith normal times.
- Report to staff if feeling unwell rather than contacting parents directly.

Parents/Carers

- Ensure their child attends school regularly and punctually.
- Inform the school of absence on the first morning and provide updates for extended absences.
- Provide medical evidence where requested (e.g. prolonged illness).
- Engage with the school and, if required, the local authority to resolve barriers to attendance.

Registration Teachers

- Accurately complete electronic registers twice daily.
- Follow up discrepancies and refer persistent concerns to Pupil Support.

Class Teachers

- Take period-by-period registers promptly.
- Report patterns of concern to Faculty Principal Teachers and Pupil Support.

Principal Teachers (Curriculum and Support)

- Monitor attendance within their areas of responsibility.
- Follow up concerns with pupils and parents.
- Liaise with multi-agency partners where appropriate.

Year Heads / Senior Leadership Team

- Oversee attendance monitoring across year groups.
- Lead staged intervention processes for pupils below 90% attendance.
- Escalate concerns to the Education Authority when attendance falls below 85%, in line with Council policy.

School Office

- Record all absences accurately.
- Send daily text/Groupcall messages to parents for unexplained absences.
- Maintain up-to-date attendance records for monitoring and reporting.



STAGED INTERVENTION PROCESS

Our approach is always supportive — designed to help families, not to punish. The staged process ensures every young person gets the right support at the right time.

STAGE	LEVEL	ACTION
1	Universal <i>All pupils</i>	Monitoring by registration and class teachers. Reminders to parents via Groupcall for unexplained absences. Positive encouragement to attend.
2	Targeted <i>Below 90%</i>	Contact from Pupil Support or Year Head. Attendance letters issued and support offered. Meeting with parents and carers to agree a plan.
3	Intensive <i>Below 85%</i>	Multi-agency meeting involving school, family, and supporting partners. A formal attendance plan created with agreed targets and review date.
4	Escalation <i>Below 70%</i>	Referral to Dumfries and Galloway Council Attendance Support Service (schoolsattendance@dumgal.gov.uk). Time-limited intervention to address underlying causes.

Our goal at every stage is to work with families, not against them.

MONITORING AND REVIEW

- Attendance will be monitored daily, with weekly analysis by Pupil Support.
- Termly reports will be shared with parents/carers.
- The policy will be reviewed annually to ensure alignment with Dumfries and Galloway Council policy and Scottish Government guidance.

KEY ATTENDANCE FACTS — STRANRAER ACADEMY

Stranraer Academy operates a 7-period day across approximately 183 pupil days per year (2025/26), giving a total of around 1,281 lessons per year.

ATTENDANCE	DAYS MISSED	LESSONS MISSED	STATUS
95–100%	0–9 days	0–63 lessons	On track — no action needed
90–94%	9–18 days	63–126 lessons	Below target — monitoring
85–89%	19–27 days	133–189 lessons	Concern — support offered
70–84%	28–54 days	196–378 lessons	Significant concern — active support
Below 70%	55+ days	385+ lessons	Urgent — Council referral considered



Note: The D&G Council Attendance Service threshold for referral is below 70%. Contact: schoolsattendance@dumgal.gov.uk

CONTACT

- School Office: 01776 706484
- Email: gw08officestranraer@ea.dumgal.sch.uk
- D&G Council Attendance Support: schoolsattendance@dumgal.gov.uk
- For more information: <https://stranraeracademy.org/policies/>