



LATHALLAN SCHOOL

Attendance and Engagement Policy

1. Policy Statement

Lathallan School recognises that regular attendance and positive engagement are fundamental to pupils' academic achievement, personal development, and wellbeing. The school is committed to maintaining high standards of attendance for all pupils and complies with all relevant Scottish Government guidance, safeguarding expectations, and immigration monitoring requirements for pupils with migrant, international, or visa-dependent status.

The purpose of this policy is to:

- Promote regular attendance and punctuality.
- Monitor and support pupil engagement.
- Identify causes of concern early and intervene appropriately.
- Fulfil statutory and safeguarding duties, including the tracking and monitoring of migrant pupils.

2. Scope

This policy applies to:

- All pupils enrolled at Lathallan School.
- All teaching and pastoral staff.
- Administrators responsible for attendance, engagement, and safeguarding reporting.

3. Legal and Regulatory Framework

This policy is informed by:

- Scottish Government guidance on attendance and absence.
- National Records of Scotland (NRS) expectations.
- National Guidance for Child Protection Scotland (updated 2023).
- UK Visas & Immigration (UKVI) compliance requirements (Sponsor Duties where applicable).
- General Data Protection Regulation (GDPR).



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4. Roles and Responsibilities

Headteacher

- Ensures implementation and oversight of the policy.
- Reports attendance and migrant monitoring information to governing bodies when required.

Child Protection Officer (CPO)

- Oversees safeguarding risks linked to non-attendance.
- Ensures monitoring of migrant pupils aligns with child-protection duties.

School Office and Admissions Officer

- Records daily attendance accurately.
- Tracks patterns of absence and escalates concerns.
- Maintains migrant monitoring documentation and UKVI-related compliance.

Teachers and Tutors

- Record registers promptly.
- Notify pastoral staff of concerns relating to attendance, engagement, or wellbeing.

Parents and Carers

- Ensure their child attends school regularly and arrives punctually.
- Notify the school of absences on the same day and provide supporting documentation when required.

Pupils

- Attend school regularly and engage fully in their learning.

5. Attendance Expectations

- **Target attendance:** 90% or higher for all pupils.
- **Punctuality:** Pupils must arrive before registration and attend all timetabled lessons, activities, and commitments.



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Authorised Absence Examples

- Illness supported by parental explanation or medical evidence.
- Medical/dental appointments.
- Religious observance.
- Family emergencies (case-by-case basis).

Unauthorised Absence Examples

- No explanation provided.
- Holidays during term time.
- Absence without sufficient justification.
- Leaving campus without permission.

6. Engagement Monitoring

The school monitors engagement through:

- Lesson attendance.
- Participation in learning activities.
- Homework completion.
- Pastoral reports or concerns.
- Behavioural indicators.

Persistent disengagement is treated as a safeguarding matter.

7. Procedures for Monitoring and Escalation

Daily Procedures

- Registers completed formally lesson 1 (0835) & 6 (1350) as well as every period.
- Any unexplained absence followed up immediately via text, email, or phone call.

Intervention Stages

1. **Initial Concern:**
 - Contact with parent/carer to discuss reasons and support needs.
2. **Persistent Absence (below 90%):**
 - Pastoral intervention and attendance improvement plan.
3. **Severe or Repeated Absence / Safeguarding Risk:**
 - CPO review and potential referral to external agencies.



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4. Migrant Pupils:

- Additional monitoring and compliance reporting in line with UKVI Sponsor duties (if applicable).

8. Migrant Pupil Tracking and Monitoring

The school must:

- Maintain accurate and up-to-date contact information for the pupil and parent/guardian.
- Record address details, immigration/visa status (where relevant), and emergency contacts.
- Track attendance daily and follow up immediately on unexplained absences.
- Contact Points are counted as every lesson 1 (0835 registration). If 10 of these are missed consecutively for an unexplained absence the international student's CAS will be revoked.
- Record engagement academically and pastorally.
- Report immigration-related non-compliance to the CPO and relevant authorities if necessary.

No data beyond what is necessary for safeguarding or statutory compliance will be collected.

9. Data Protection

All information collected under this policy is stored securely and handled in accordance with:

- GDPR
- Data Protection Act 2018
- School's Data Protection Policy

Information relating to migrant status is confidential and shared only on a need-to-know basis.



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Migrant Tracking and Monitoring Form

This form is for internal safeguarding and compliance use only. All sections should be completed upon admission and reviewed termly.

PUPIL INFORMATION

Full Name:		IMMIGRATION / VISA STATUS (if applicable)
Preferred Name:		☐ UK Citizen
Date of Birth:		☐ Settled / Pre-Settled Status
Gender:		☐ Dependant Visa Holder
Year Group / House:		☐ Student/Child Student Visa
Nationality:		☐ Other Immigration Category (specify):
Country of Birth		Visa Expiry Date:
		BRP / ID Number (if applicable):

Parent / Guardian Details

Name:	
Relationship to Pupil:	
Address:	
Phone:	
Email	

Secondary Parent/Guardian

Name:	
Relationship to Pupil:	
Address:	
Phone:	
Email	

EMERGENCY CONTACTS

1. Name & Relationship:
Phone:
Location (UK / Overseas):
2. Name & Relationship:
Phone:
Location (UK / Overseas):

Next review August 2026



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RESIDENTIAL ARRANGEMENTS

- Pupil resides: ☐ With parent(s) ☐ With guardian ☐ With host family ☐ Boarding
- If hosted/Guardian:
 - Host family/Guardian name:
 - Address:

ATTENDANCE & ENGAGEMENT MONITORING

Attendance Summary – Academic Year

	Autumn	Spring	Summer
Current Attendance %:			
Unauthorised Absences:			
Late Arrivals:			

Reasons for absences:

Engagement Indicators

Classroom participation:	
Homework completion:	
Behaviour/Conduct notes:	
Pastoral concerns:	
Additional support required:	

SAFEGUARDING RISK ASSESSMENT

- Any concerns related to wellbeing or safety? ☐ Yes ☐ No
Details (if yes):
- Is the pupil at risk due to absence or non-engagement? ☐ Yes ☐ No
Actions Taken:

TERM REVIEW

- Date of Review:
- Staff Completing Form:
- Summary of Findings:
- Follow-Up Actions:

Next review August 2026