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East Dunbartonshire Council
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Procedure Manual No 3/40

RECORDING ATTENDANCE AND ABSENCE WITHIN NURSERIES

East Dunbartonshire Council's Procedure Manual 3/08, *School Attendance and Absence*, lists the attendance and absence codes available within Click + Go and provides guidance on how these should be used within primary and secondary schools. The Council has a statutory obligation to record the attendance of primary and secondary pupils using these nationally-agreed codes.

As there is no such requirement for nurseries to record children's attendance, the complete list of Click + Go codes is not required. It has been agreed that the codes used by EDC nurseries will be limited to the following:

Attendance

1. Present
2. Educational visits organised by the nursery (VIS V)
3. Late (LAT J)

Absence

4. Sickness – Self Certified (SEL D)
5. Family holiday (PHL E)
6. Short term exceptional domestic circumstances (DCA Q)
7. Absent - where an explanation is given, but numbers 4, 5 or 6 don't apply (ABS A)
8. Unexplained absence (UNA U)

The concept of *unauthorised attendance* does not apply within nurseries. However the 'unexplained absence' code should be used to record absences for which no explanation is available.

Where a child is not due to attend an opening, the 'Should not attend' (SNA) code should be used. For example, children who attend during mornings only will have SNA recorded against their names for all afternoon openings. Similarly, pupils who attend during afternoon sessions only will be coded as SNA in the mornings.

As with a primary and secondary school, when a nursery is closed the appropriate code should be used from the following list:
*   Holiday (HOL H)
*   Closure - e.g. election (CLO C)
*   In-Service (INS I)

Further guidance on the attendance and absence codes can be found in the attached flow-chart.

Although the nursery attendance data will not be submitted to the Scottish Executive, the data will be analysed within Headquarters. Nurseries are therefore asked to follow the guidance to ensure consistency across the Council.

IMPORTANT:
The above information applies to nurseries only. Primary and secondary schools should continue to follow the advice in Procedure Manual No.3/08.
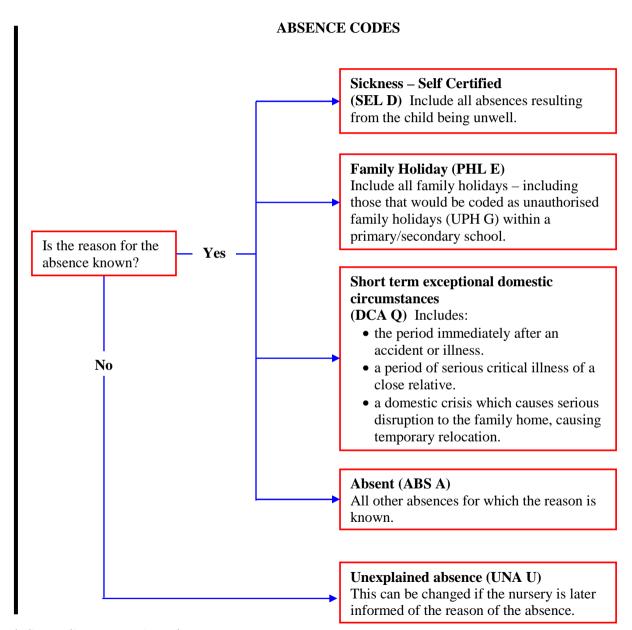
ATTENDANCE & ABSENCE CODES FOR NURSERIES

ABSENCE CODES

Present

Educational visits organised by the nursery (VIS V)
Include any visits that have been organised by the nursery.

Late (LAT J)
Include all children who arrive 45 minutes after the start of the opening. (This includes children who would be coded as 'Late 2' in primary/secondary school.)

Is the reason for the absence known?

Yes

No

Sickness – Self Certified (SEL D) Include all absences resulting from the child being unwell.

Family Holiday (PHL E)
Include all family holidays – including those that would be coded as unauthorised family holidays (UPH G) within a primary/secondary school.

Short term exceptional domestic circumstances (DCA Q) Includes:
- the period immediately after an accident or illness.
- a period of serious critical illness of a close relative.
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

Absent (ABS A)
All other absences for which the reason is known.

Unexplained absence (UNA U)
This can be changed if the nursery is later informed of the reason of the absence.

This code list applies to nurseries only.
Primary and secondary schools should continue to follow East Dunbartonshire Council's Procedure Manual No.3/08, *School Attendance and Absence*