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East Dunbartonshire Council

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People Matter

Education, People & Business

Education Procedure Manual 3/06

ATTENDANCE AT SCHOOL

For

**Teachers and Employees on Scottish Negotiating
Committee for Teachers (SNCT) Conditions of Service**

Effective from: August 2025

Education, People & Business



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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	Nov 2004 Oct 1998	<ul style="list-style-type: none"> New Procedure – amalgamates procedures: 03/06: Hours of Attendance at School 03/07: School Leaving Dates, and Updating terminology and corporate template. 	13/06/2025	1.0

GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

1.0 Purpose

- 1.1 The purpose of this procedure manual is to clearly state the school start dates along with age for pupil to enter Education. It also details the number of hours a primary pupil and secondary pupil is entitled to each week along with earliest a pupil can leave Education.

2.0 Scope

- 2.1 This procedure manual applies to all pupils within all schools of East Dunbartonshire.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- SNCT Handbook
 - Equalities Act 2010
 - Scottish Government: Included, Engaged and Involved, Part 1: Attendance in Scottish Schools (published December 2007)
 - ScotXed data collection documentation for the annual Attendance, Absence and Exclusions return (updated April 2011)
 - ScotXed data exchange advice note SXD03/2006: Accurate recording of exclusion data (in the case where a “temporary” exclusion results in removal from the roll on a ‘permanent’ basis), published February 2006.
 - Scottish Government’s Circular 5/2001 Guidance on Education of Children Absent from School through Ill-health.
 - Procedure Manual 3/18: Pupils’ progress records
 - Procedure Manual 3/35: Education of children absent from school through ill-health
 - Procedure Manual 3/39: Procedure for managing un-notified absences of children in East Dunbartonshire primary, special and early years’ establishments (including procedure for early years’ private and voluntary ‘partnership’ centers)
 - PM 3/01 Admission of Pupils to Schools
 - PM 3/08 School Attendance and Absence
 - PM 3/08/F01: Attendance Reason Codes
 - PM 3/08/F01: Attendance Reason Codes

4.0 School Start Dates

- 4.1 The school year commences in August of each year. The specific date can vary year-to-year and is published on the Council Website following Committee approval.

Children who have attained the age of five years at that time, or who will have on or before the last day of February of the following year will be registered to commence Primary 1 (see PM 3/01 Admission of Pupils to Schools).

All other pupils will progress to the next year stage in the August as defined above.

5.0 Hours of Attendance at School

- 5.1 The hours of attendance per week for school pupils are currently 27.5 for secondary and 25 for primary.

6.0 School Leaving Dates

- 6.1 The school leaving dates for East Dunbartonshire follow the guidance from Scottish Government [Leaving school: your options - mygov.scot](https://www.mygov.scot/leaving-school-your-options). They are as follows:

- 31 May
- First day of the Christmas festive holiday period

The exact date you can leave school in Scotland depends on when your 16th birthday is. If it's between 1 March and 30 September, you can leave school after 31 May of that year. If it's between 1 October and the end of February, you can leave at the start of the Christmas holidays in that school year.

When you leave school you can:

- go to [university](#)
- go to [college](#)
- get a [job](#) or work experience
- get an [apprenticeship](#)
- start a [business](#)
- join the [armed forces](#)
- have a [gap year](#) – taking time out, normally a year, between school and whatever you want to do next

A pupil nearing school leaving age may transfer to an appropriate full-time further education course in advance of their normal leaving date. **This will require the prior approval of the Chief Education Officer**, having considered all aspects of the case (e.g. transport, free meals, etc.) and provided that:

- i. the pupil has completed four years of secondary education;
- ii. the course is a full-time one providing subjects approved by the Education Services;
- iii. the school can guarantee the pupils attendance and behaviour at college will be regularly monitored by the pupil's guidance teacher and that irregular attendance or troublesome behaviour will be reported to the Chief Education Officer; and
- iv. in view of the authority, the pupil, because of their circumstances, could benefit from such a placement.

NOTE

Head Teachers must forward full details of requests for pupils to attend appropriate full time further education courses in advance of their normal leaving dates to the Chief Education Officer by 31 May.