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| **What happens if my child’s attendance drops below 92%?**   1. On returning to school, your child will be interviewed by their Guidance Teacher. 2. Attendance will be closely monitored and where there is no improvement, a letter will be sent to the parent/carer. 3. Parents/carers will be asked to attend an interview in school to discuss the reasons for poor attendance. 4. Finally, the parent/carer would be called to appear at an Attendance Council or Children’s Panel.   [Image result for 100% image](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwi7y8aBk-3VAhVI1xQKHfSbAdMQjRwIBw&url=https://www.statuscake.com/100-uptime-are-service-level-agreements-really-worth-the-paper-theyre-written-on/&psig=AFQjCNEzXeg9r56fYn4wNKsNrsKcrT_Dgg&ust=1503570560889182)  **How can I monitor my child’s attendance?**  Your child will be given an update of their attendance along with their tracking report throughout the year.  If you have specific concerns, you can ask to speak with your child’s Guidance Teacher. If you suspect your child is truanting, you can phone the school office after 10.00am to check if your child is present or not. Children who have truanted can be put on an Attendance Card to monitor their attendance period by period. You will be asked to check and sign the card each day.  **Latecoming**  All pupils are expected to arrive at school in good time for registration at 8.50am. Pupils who are late should enter the school through the door at the main reception and sign the late book. Latecoming will be recorded in line with attendance.  **Absence Monitoring Calls**  Absence Monitoring calls will be sent out just after 10am each morning. If your child is running late or misses registration, they should report to the school office before going on to class to avoid getting a call. |  | ST COLUMBA’S  HIGH SCHOOL    ATTENDANCE  AT SCHOOL  [Related image](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjY8tqWke3VAhWJ5xoKHRtAC_kQjRwIBw&url=http://www.rgccisd.org/Curriculum%20%26%20Instruction/OfficeofAttendanceandTruancy.htm&psig=AFQjCNEfi0xP4KM0bt_Bo4UdLHNtAvjMGg&ust=1503570080932366)  PARENTS’  INFORMATION  LEAFLET |
| **Why is attendance important?**  By law, parents of children of compulsory school age  (5 to 16) are required to ensure that they receive a suitable education by regular attendance at school. Failure to comply with this statutory duty can lead to prosecution. Local Education Authorities are responsible in law for making sure that pupils attend school. Where a day pupil of compulsory school age is absent, school have to indication in their register whether the absence is authorised by the school or unauthorised.  [Related image](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=http://www.fil.bg.ac.rs/lang/sr/katedre/bibliotekarstvo-i-informatika&psig=AFQjCNG-vBJC53GoPE8TPt-wGqHjz5R0zA&ust=1503571168069353)  **What does St Columba’s expect regarding my child’s attendance?**  100%! Certainly not less than 92%. Attendance is recorded on a period-by-period basis. One day off school is recorded as 2 absences-one in the morning and one in the afternoon. 4 weeks absence from school  (20 days) – 10%  [Image result for attendance at school clipart](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiR4cbAlu3VAhXFbBoKHSxoBZMQjRwIBw&url=http://epublisher.net.au/public/newsletter/ViewNewsletter?u%3D76i5PUx76akhX7khWXpYD7l0WvWJLCaC7GQs0A-3Eqc%26newsLettertype%3Dbde6E23QAGMY_u7_qg6srzrOzXPpSpldv_xSFJh9whc%26orgId%3Dwr98SiTXsm_7UfqUA-QXSOrWm37dRNbYXAR4Rtf3VNo%26issueId%3DcddItPvw7HQCETt_UbeMMORSmkXe9y8iFgWmVvFO4fs&psig=AFQjCNE6mlzFBGE8sOCcehy5qRSIpGR81A&ust=1503571488126856)  **What do I do if my child is absent?**  Phone the school on the morning of the first absence. Explain the reason for absence and when you expect them to return to school. If you are unable to give a date for return, you should inform the school each morning of absence. Failure to do so will trigger the automated Absence Monitoring Call. | **What happens when my child returns to school?**  You must supply a note confirming dates of absence and the reason for it. A note must be provided even if you phoned the school during your child’s absence. This note is handed to the child’s Registration Teacher, where it is recorded.  **What if no note is provided?**  The absence will be recorded as an unauthorised absence.  [Image result for line of stars clipart](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjv6_rUl-3VAhVBVBQKHQU1D28QjRwIBw&url=http://clipartsign.com/image/28222/&psig=AFQjCNFdpidhxxYt8_LivuPMAcxySh55sQ&ust=1503571820345603)  **What does unauthorised and authorised absence mean?**  Authorised  Absences that the school believe to be acceptable. The school has to have evidence that the absence is genuine. In most cases, a note will be enough to cover absence.  Unauthorised  Is defined as an unexplained absence from school, for example:   * No note has been provided * Pupil has truanted * Most family holidays during term time * Pupil arrived after 10.00am with no reason   For further information please visit:  <https://blogs.glowscotland.org.uk/in/schswebsite/attendance-and-latecoming/> | **What if my son/daughter has an appointment?**  Parents are requested to make medical or dental appointments after school, or, if this is impossible, to make appointments close to 8.50am or 2.55pm/3.45pm. This will allow your child to be marked present for part/all of the day. Pupils should bring in a note and/or medical appointment card before the appointment date and take it to their Registration Teacher or Guidance Teacher who will issue them with a yellow permission slip. Pupils will then bring the slip to the School Office to have permission recorded and to sign out. When returning to school, pupils should sign in at the school office..  [Image result for medical clipart](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjZnJS_me3VAhUNlxQKHZSiBacQjRwIBw&url=http://cliparting.com/free-medical-clipart-31343/&psig=AFQjCNHKfpnuOFfGYE6I4oe4Lk04bLB7yQ&ust=1503572305002290)  **What if I want to take my child on holiday during term time?**  [Related image](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiE7p6Qm-3VAhVG7BQKHZgtDPIQjRwIBw&url=http://www.radcliffeprimary.bc-et.co.uk/parents/attendance&psig=AFQjCNGbh414XcWIhGN4YXUzv2fgZ9U7bA&ust=1503572710743576)Taking children out of school during term time is not ideal and should be avoided whenever possible. There is no legal right for a pupil to have any days out of school for the purpose of a holiday except in exceptional circumstances such as: following a serious or terminal illness, bereavement or other traumatic events within a family. If you are going to take your child out of school for this purpose, you should make a written request to do so. The letter should be sent to the Head Teacher. Your child’s absence will be recorded as unauthorised. |