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**Attendance & Latecoming**

**Policy**

In St. Stephen’s High School, we place huge importance on attendance and timekeeping to ensure that all our young people reach their full potential. Parents have a legal duty to make sure that their children attend school, but as well as this, children need to attend school to get the best out of their education. If your child is absent for any reason such as sickness, bereavement or any other reason, you should inform the school office on 01475 715 300. If you child’s attendance lasts more than one day please keep in contact with their Guidance Teacher who will be able to support and communicate with relevant school staff.

The school records attendance daily on a period by period basis. This is completed by the class teacher at the beginning of the period and is a legal responsibility as well as crucial for health and safety. This way we can keep accurate attendance records and if there are any discrepancies you will be informed via a phone call or text.

**Reporting an Absence**

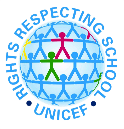
What **St Stephen’s High School** needs to do if we don’t hear from you:

* Firstly a text via GroupCall will be sent to the main contact at 10am
* If no response is received to the text a phone call will be made from the school Wellbeing Officer to the main contact.
* If there is no reply then we will contact your emergency numbers from **11.30am**.
* If we are still unclear as to the whereabouts of your child then other agencies may be contacted (Social Work or Police Scotland) who may wish to make a home visit to check all is well and your child is safe.

**Latecoming**

It is the expectation in St. Stephen’s HIgh School that all pupils will arrive on time. If your child is going to be late for any reason the following procedure should be followed:

* All pupils who are late should sign in at the school office and then go to their timetabled class
* All doors, with the exception of the main campus reception, will lock following the bell at 8.52am and two minutes after the end of interval and lunch
* Pupils who accumulate a number of lates over a period of time will have a latecoming letter sent home

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***Article 28:*** *Every child has the right to an education.*

**Supporting Attendance**

**A Responsibility of All**

**Parents**

*By working in partnership, we can make sure our young people receive the education to which they are entitled. Absence from school, whatever the cause, disrupts learning and can impact negatively on life chances. In St Stephen’s High School, we strive to ensure our young people are included, engaged and involved in their education*

**Supporting Attendance**

**A Responsibility of All**

**Staff**

*It is our collective duty to promote a culture of excellent attendance and time-keeping by regularly promoting and discussing the importance of these in classes and assemblies, by ensuring that attendance procedures are effective and consistent, and by striving to be role models for our young people*

**Principal Teachers of Guidance, Wellbeing Officer and the Senior Leadership Team Responsibilities**

**Attendance Interventions**

Each pupil’s attendance is closely monitored by their Guidance Teacher. If attendance causes concern there are a number of interventions that can be used to support improvement. These include:

* Contact with home including phone calls, letters and meetings
* Support from our Wellbeing Officer
* Support from Principal Teachers of Guidance- timetables, monitoring cards
* Support from partner agencies such as Social Work, Barnardo’s and Action for Children

As a school we understand that there are times when attendance is not possible and late coming unavoidable and our aim is to support all pupils to ensure that they maintain their highest possible attendance to ensure they reach their full potential.