

GREENWOOD ACADEMY

PARENT ATTENDANCE PROCEDURES



Phone 01294 213124 – select option 1

Email attendancegreenwood@north-ayrshire.gov.uk

IF YOUR CHILD IS ABSENT FROM SCHOOL ALL DAY

Phone the school selecting Option 1 to explain why your child is absent and the office will mark their attendance accordingly. Please note your child's Name, Class, Reason for Absence and Duration of Absence. Email and Groupcall can also be used to communicate this information.

IF YOUR CHILD NEEDS TO LEAVE FOR AN APPOINTMENT

Phone, text, email the school or have your child bring a note confirming their appointment time. Office staff will mark their attendance accordingly. A sign out slip will be issued for your child to show their class teacher when they have permission to leave class. They should then sign out at the main office.

IF YOUR CHILD IS LATE FOR SCHOOL

Your child should report to their timetabled class as soon as possible. The class teacher will then update the register to reflect this. A Groupcall message will be sent until your child arrives and is registered in their assigned class.

IF YOUR CHILD FEELS UNWELL DURING THE SCHOOL DAY

With permission from their teacher, they should report to the medical room if feeling unwell. If deemed necessary, you may be called to collect your child. In line with safeguarding, we encourage pupils not to contact parents in the first instance and leave school without informing school staff.

IF YOUR CHILD IS OUT OF CLASS FOR ANOTHER REASON IN SCHOOL

Any circumstances where your child is not in class as they are attending an activity, meeting, appointment or similar, information will be communicated by staff in advance. Office staff will mark their attendance accordingly.

IF YOUR CHILD NEEDS TO LEAVE CLASS FOR ANY OTHER REASON

On agreement with their teacher, your child will be issued with a permission slip to be out of class. This will note the time and reason for being out class.