

Cumbernauld Academy



Attendance Leaflet

Attendance Procedures

What do I do if my child is ill?

Please phone the school office before 8.55am to give a reason for your child's absence.

If there has been no contact from home the school will send out a text reminding you to make contact with the school.

What do I do if my child comes home ill at lunchtime?

Please phone the school office immediately to inform us of the situation.

What happens if my child falls ill during the school day?

Your child should tell their teacher or a member of staff if they are feeling unwell. If they need to be sent home you will receive a phone call asking you to collect your child. Please do not collect your child without speaking to the school.

What do I do if my child has a medical or dentist appointment?

If it is possible, please arrange appointments for outside the school day. We understand that this is not always possible so if your child has an appointment during the school day please send a note to your child's Pupil Support Teacher giving details about the appointment. Your child will be issued an Out of School form which allows them out of class to attend the appointment.

If a pupil is being sent home ill during the school day or being picked up for an appointment they must be picked up from school.

Attendance Concerns

If your child's attendance is 95% or above then your child is in school, learning and getting a chance to achieve their full potential.

If your child's attendance drops below 95% this could have a negative impact on your child's progress in school.

If your child's attendance drops below 92% the school will contact you either via a text, phone call or letter.

If your child's attendance continues to drop and cause concern then the school may use some of the following interventions to help support you and your child engage in their education:

Letters

Parental Meetings

Group Work

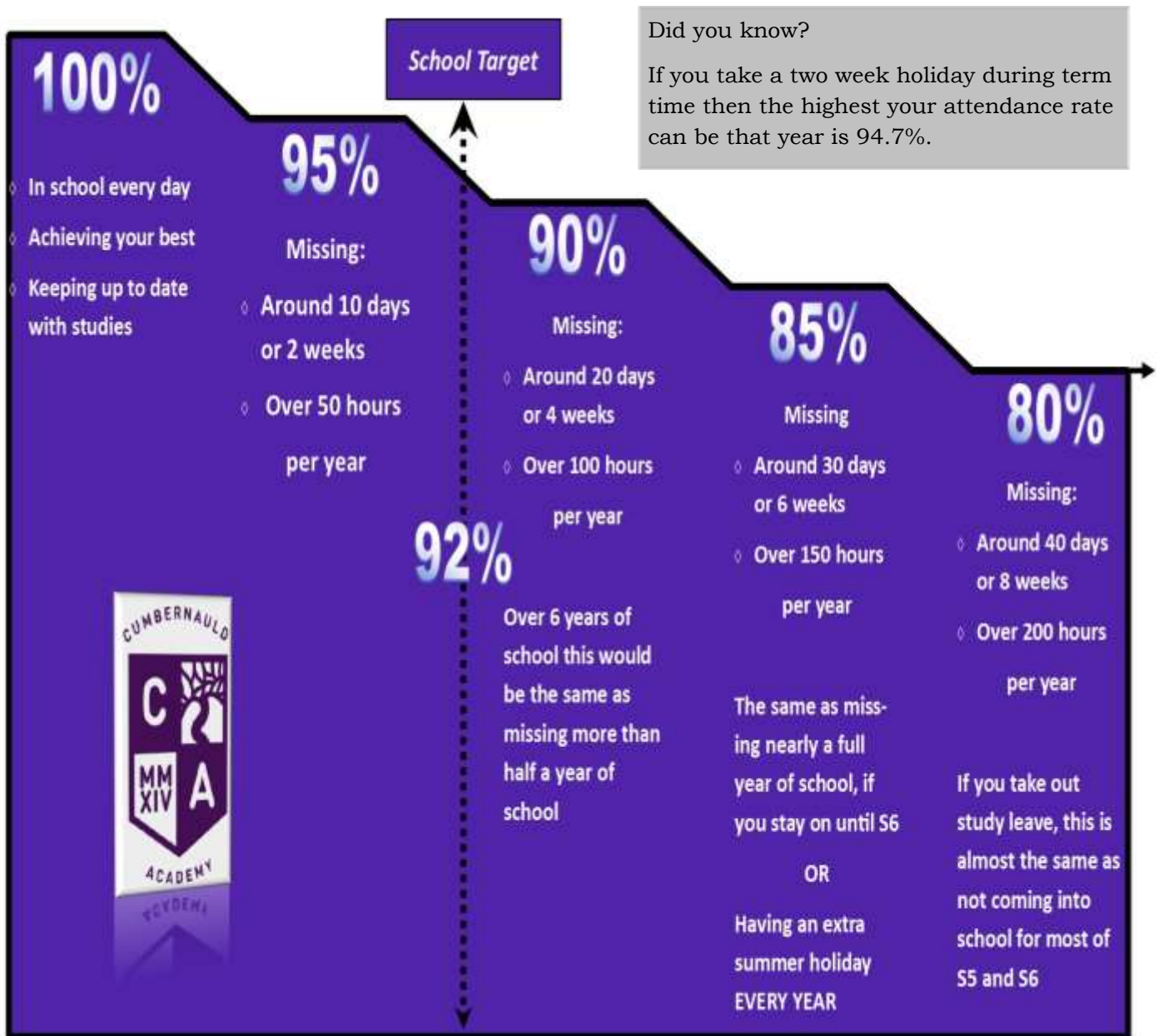
Individual Work

Counsellor

Referrals to Outside Agencies

Children's Panel

Does Attendance Matter?



Did you know?
If you take a two week holiday during term time then the highest your attendance rate can be that year is 94.7%.

Did you know?
The pupils in last year's S4 who achieved at least 5 National 5 passes had an average attendance rate of 95%.

Did you know?
The pupils in last year's S4 who achieved an outstanding 7 As at National 5 had an average attendance of 97%.

Does Attendance Matter?

Yes

Attend Today, Achieve Tomorrow

Worried about Attendance?

If you are concerned about your child's attendance it is really important that you contact your child's pupil support teacher as early as possible.

By doing so it allows you and your child's Pupil Support teacher to work together in supporting your child before attendance become an issue.

Whatever the reason for your child not attending school, the problem can only be addressed if there is open communication between home and the school.

We have an extended Attendance Support Team who will support you and your child in getting your child to attend school.



Timekeeping



5 minutes late every day adds up to almost 3 school days lost per year



10 minutes late every day adds up to almost 6 school days lost per year



15 minutes late every day adds up to almost 9 school days lost per year



20 minutes late every day adds up to almost 12 school days lost per year.

Make Every Minute Count



Contacts

School Office: 01236 794 864

Arran House

Depute

Mr Byers

Pupil Support Teachers

A1 Mrs Milliken

A2 Mr Sheridan

Islay House

Depute

Mr Hendry

Pupil Support Teacher

I1/I3 Miss Macleod

I2 Mr Waddell

Skye House

Depute

Miss Hart

Pupil Support Teachers

S1 Mrs McMillan

S2 Mr Preston

Attendance Support Team

Mrs Lamb—PT Attendance and Inclusion

Jacqueline Love –HSPO

Gregor Mackie—Police Officer

Michelle Cluckie—Link Worker