

Coatbridge High School



Attendance FAQs for Parents & Carers

Your child's attendance is directly related to their attainment.

What do I do if my child is ill and can't go to school?

You need to inform the school by phone as early as possible on the first day your child is off school. You should give the reason your child is absent as well as when you expect they will return. If you do not contact the school giving a reason for your child's absence you will receive a text message asking you to contact us. Absences from school with no reason given will be recorded as unauthorised absence. Please ensure contact details are up to date including an email address if possible. You should phone again if your child continues to be unable to attend school.

What should I do if my child has a medical appointment during the school day?

Appointments such as dental or medical appointments should be avoided during the school day, if this is not possible your child will need permission to leave the school building for part of the day. Please give your child a note stating the date and time of the appointment and what time we can expect them to return to school. This should be handed in to the school office.

What should my child do if they are feeling unwell during the school day?

If your child is feeling so unwell, they cannot remain in school and need to be sent home they should tell their class teacher who will give them a note to go to the office. The office staff will then contact home to arrange for someone to come and collect them. Under no circumstances should your child contact you directly to leave the building without doing so via the office. If they take unwell at lunch time, they should report to the office who will send them home.

Can I find out how many absences my child has had?

Your child's attendance is printed on their tracking or full report at various points throughout the year. You can also check your child's attendance by accessing the Parent Portal.

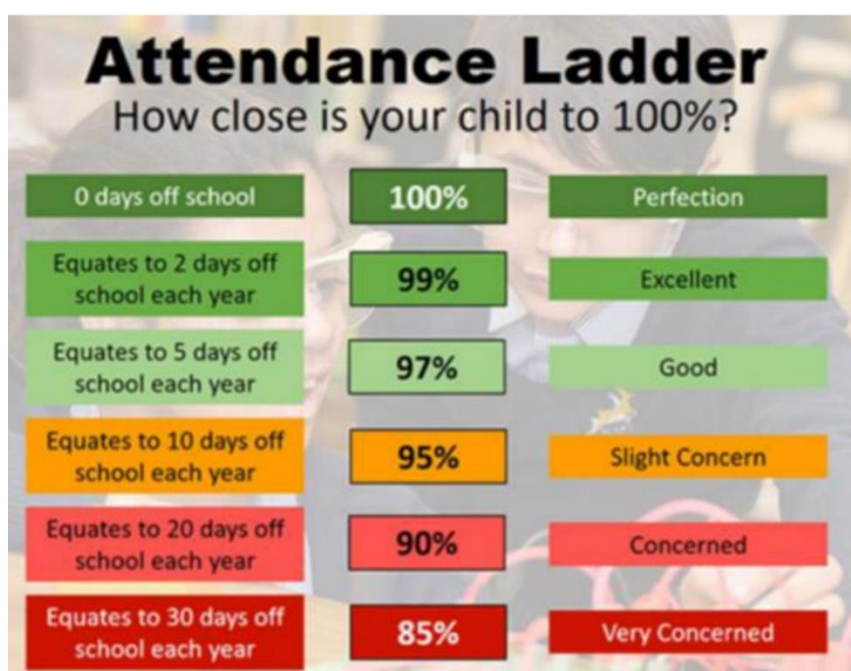
What about family holidays during term-time?

Holidays should not be taken during term time. This means that if your child is off school because you are away on holiday the school will record this as an unauthorised absence. There are some exceptional circumstances where permission might be given by the Head Teacher for a holiday during term-time. Any request to remove your child from school for a holiday must be sent in writing to the school office for the attention of the Head Teacher.

What should I do if my child is anxious or worried about going to school?

Your child has a right to an education and to be safe and happy at school. Anxiety around school can happen for lots of reasons for example when they have a worry about something like homework, or a class test, or if they have fallen out with other children. These feelings are normal, and your child is still expected to attend. It's important to talk to the school if this kind of problem happens, you should contact your child's pupil support teacher if you have any of these concerns.

Absence	Action
If your child is ill and can't attend school	Phone the school office to let them know
If your child is ill more than one day	Phone again to say your child is still unwell, Pupil Support may contact you to discuss.
If your child has an appointment during the school day	Write a note/appointment card and hand in to school office or pupil support
Holiday during term time	Write a letter to Head Teacher asking for permission to remove your child from school.
If your child is refusing to attend school	Contact your child's pupil support teacher



Help and support

Please contact your child's Pupil Support teacher about attendance concerns and additional support.

House	PT Pupil Support email addresses
Atlas	Mrs Hunter - nlhuntera@glow.sch.uk
Islay	Mr Nicholson - nlnicholsona@glow.sch.uk
Lewis	Mrs Beaton - nlbeatonp1@glow.sch.uk
Mull	Mrs Fawcett - nlfawcettl@glow.sch.uk
Skye	Mrs Ballantyne - nlballantynel@glow.sch.uk
Support for Learning	Ms McLaughlin - nlmclaughlink@glow.sch.uk