

Coatbridge High School

Care and Welfare

Attendance Procedures



Attendance Matters!



Every Student, Every School, Every Day

Pupils

- Pupils are expected to be at school before 8.53am when the warning bell rings. When the warning bell rings, they should make their way to class ready to start work at 8.55am.
- After lunch pupils should be back in school before 1.13pm when the afternoon warning bell rings. They should be in class ready to start work by 1.15pm.
- If a pupil is late, they should go to the school office to be registered as late for school. A text message will be sent home to alert parent/carers that their child was late for school.
- Between classes pupils should make their way as quickly as possible to their next class.
- If a pupil feels unwell during the school day, they should speak to their class teacher who will give them a medical form to take to the school office. If it is necessary, the office staff will contact the parent/carer. Pupils should not contact parents directly themselves and should not leave school without being signed out by the office staff.
- **S5/6 pupils** must register for **every class** in school, this includes private study (S6 only), college classes, apprenticeships and consortium school visits. If the registers are not signed a TBC code will appear on the register and will affect EMA for those in receipt of this.

Every Day Counts

A day off here and there doesn't seem much but ...

When your child misses just...	That equals...	Which is...	And from P1 to S4 that is ...
1 day a fortnight	20 days a year	4 weeks of school per year	1 year and 1 month of learning
1 day a week	40 days a year	8 weeks of school per year	2 years and 2 months of learning
2 days a week	80 days a year	24 weeks of school per year	4 years and 4 months of learning
3 days a week	120 days a year	24 weeks of school per year	7 years of learning

Parents and Carers

- Parents and carers should encourage good school attendance and timekeeping. Maximising attendance leads to maximising potential for the future.
- If your child is going to be absent you should phone the school office from 8.15am until 9.15am.
- A text message will be sent to parents whose child is absent, and a message has not been received to explain this. A reply can be made to this text message.
- On the child's return to school following an absence a note should be brought in to explain the absence indicating the dates which it is for and the reason for absence.
- Appointments should, if possible, be made out with the school day. If a child does need to attend an appointment during school hours an appointment card or note should be handed into the school office in advance so that it can be recorded appropriately on SEEMiS.
- Family holidays should be arranged during school holidays and not during term time. Term time holidays will be recorded as an unauthorised absence (except in exceptional circumstances).
- If a child is going to be absent from school for an extended period e.g. in hospital, please contact the relevant Pupil Support Teacher to arrange for work to be sent home or any other support which may be required.
- If parents/carers are concerned about their child's attendance they should contact their son/daughter's Pupil Support Teacher to discuss as early as possible.

Every Minute Counts

Lost minutes mean lost learning...

When your child misses just ...	That equals ...	Which is ...	And therefore from P1 to S4 that is ...
10 minutes a day	50 minutes of learning each week	Nearly 1 ½ weeks per year	Nearly ½ a year of learning
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2 ½ weeks per year	Nearly ¾ a year of learning
½ an hour a day	½ a day of learning each week	Nearly 4 weeks per year	1 year and 6 weeks of learning
1 hour a day	1 day of learning each week	8 weeks per year	1 year and 12 weeks of learning

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Pupil Support Teacher / Year Head

- Your child's Pupil Support Teacher and Year Head will be closely monitoring attendance.
- If attendance is becoming a concern (below 90%) a letter will be sent home to alert you to this. These letters are used in all North Lanarkshire Schools with similar statistics to those shown on the previous 2 pages.
- Further absence will result in an invite to school to discuss the reasons for this.
- If your child's attendance continues to drop and cause concern, then the school may use the following interventions to help support you and your child:
 - Letters
 - Meetings with Pupil Support Teacher, Depute Headteacher, Headteacher
 - Wellbeing visits from campus police officer
 - Discussed with schools with Cluster Improvement and Integration Lead
 - Referral to Family Engagement Support Assistant
 - Referrals to multiagency team (including social work and health)
 - Referral to Children's Reporter