

Greenfaulds High School

Information for pupils, parents and carers



Procedures for absence and late coming

Excellent attendance gives your child the best chance of success!



Attend Today, Achieve Tomorrow

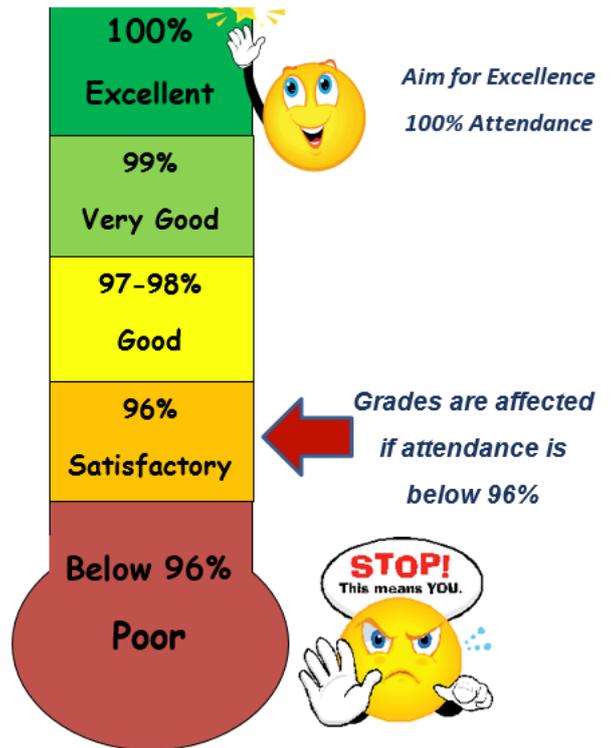


#schooleveryday

Pupils

- Pupils are expected to be at school for 8.50am every morning when a warning bell will sound to indicate that they should go to class.
 - Pupils should be in class and ready to start work by 8.55am.
 - If a pupil is late they should head directly to class as soon as they arrive in school, enter the classroom quietly and apologise to the class teacher for their lateness. Their teacher will change them on SEEMiS from absent to late.
 - Between classes pupils should move from one class to the other as quickly as possible.
 - Pupils should not go to lockers or the toilet between periods.
- Pupils feeling unwell and wishing to be sent home should discuss this with their class teacher who can fill out a sick slip if required. This should be taken to the office so that a parent/carer can be contacted and the appropriate attendance code will be updated on SEEMiS. It is essential that pupils follow these steps, including senior pupils.
- **S6 pupils** should ALWAYS sign the appropriate sheet at the school office at the beginning of a free period to indicate their presence in school. If not, a TBC code will be recorded to indicate an unexplained absence from school. S6 pupils who have a free period first thing in the morning MUST ensure they are in the school building by 9.30am at the latest. S6 pupils with a free period in the afternoon cannot sign out of the building until the last period of the day.

ATTENDANCE



STRIVE TO BE ON TIME
EVERY MINUTE COUNTS

MINUTES LATE	IMPACT ON YOUR ATTENDANCE IN A YEAR
5 MINUTES A DAY =	3.4 days 98.4% attendance
10 MINUTES A DAY =	6.9 days 97.6% attendance
15 MINUTES A DAY =	10.3 days 94.6% attendance
20 MINUTES A DAY =	13.8 days 92.9% attendance
30 MINUTES A DAY =	20.7 days 89.2% attendance

Parents and Carers

- Parents/carers should encourage their child to attend school regularly and on time. Good attendance gives your child the best chance of success, ensuring their full potential is achieved.
- Parents/carers should contact the school office before 9.15 am if their child is going to be absent.
- If a child has a medical appointment, parents/carers should provide their child with a note (for the school office) in advance of the absence so that it can be recorded on SEEMiS. Alternatively, if appointments are short notice parents/carers should phone the school office with this information.
- If a parent/carer forgets to phone the school to explain an absence, they will be alerted to the absence by text message which they can respond to. Alternatively an email can be sent to Pupilsupportnotes@greenfaulds.n-lanark.sch.uk or an absence note can be sent in with the child when they return to school. When providing information please include the pupil's name, pupil support group and reason for absence. **All absences must be explained.**
- Parents/carers will receive a text message if their child is late for school period one. This text is for information only with no response required.
- Where a pupil will be off for an extended period, parents/carers should make contact with the relevant PT Pupil Support to discuss any support required or to arrange for work to be sent home.
- Parents/carers should try to arrange family holidays during school holiday periods to avoid disruption to their child's learning. Please inform the school in advance of any planned holiday during term time but be advised that term-time holidays will be recorded as an unauthorised absence (except in exceptional circumstances).
- Parents/carers are encouraged to contact the relevant PT Pupil Support when there is an indication that attendance at school is becoming an issue for their child. This will allow the right supports to be discussed as early as possible.

