Our Ref

Your Ref

Contact

Tel: 01698 274984 Jill Woodward

Email: [ht@orchard.n-lanalrk.sch.uk](mailto:ht@orchard.n-lanalrk.sch.uk) Head Teacher

Date: 3/10/2016 Orchard PS

Castlehill Rd

Wishaw

ML2 0LS

**Attendance at School & Absence Procedures**

Dear Parents/Carers,

Attendance is part of my monitoring at school and from North Lanarkshire and government advice you are aware that it is every parents responsibility to ensure that your child attends school regularly and on time.

As part of the monitoring I will write to let you know if your child’s attendance falls below 95%, this letter is in the first instance, only a reminder that your child’s attendance may be beginning to cause concern. Once attendance falls below 90% over the school year I will begin a staged process of informing you of attendance concerns, then asking you to come and meet me to discuss any concerns. The next stage on from this will be meetings with the attendance council, if your child’s attendance rate continues to stay at a low level.

It is also important that all children are here for the start of the day at 8.50am. Learning begins as soon as the children are in the class and lateness will mean missed teaching time. I will write to inform you if your child has a significant number of late comings to school. You are more than welcome to then discuss this with me further.

Should your child be absent from school on any given day you must inform the school. This is to ensure that you know your child is not at school, ensuring safety and wellbeing. Please phone the school as soon as possible in the morning to let us know why your child is off and their expected return. If you have not called the school we will text first you as main contact and then the emergency contacts to make sure your child is safe. It is therefore very important to contact us at the start of an absence. On return to school you should give your child a brief note detailing the reason for the absence. This confirms the phone call.

If you are going on holiday during term time please inform the school in writing at least a week before the leave. The school will confirm receipt of this by letter. It will not be school policy to give out additional work when a child is off. This work needs teaching input and can be caught up when they return to school.

If you have any questions on the schools attendance & absence procedures, please contact me.

Yours Sincerely

**Mrs Jill Woodward**

**Head Teacher**