



## Attendance In School

Excellent attendance at school has a direct impact on learning and attainment. We want to ensure that all our young people become successful learners, confident individuals, effective contributors and responsible citizens.

The House Pupil Support Teams at Kinross High School are committed to supporting all young people to achieve their potential and as part of this will monitor attendance and provide targeted support to young people and families at times when attendance may be difficult.

In order to help us achieve this, we need your help in ensuring the following procedures are followed should your child be unable to attend school for any reason. It is vital that we hold accurate records for pupil attendance.

### Illness

- Please call the absence line on 01577 867199 by 8.30am on the first morning of absence.
- Please state your child's name and TSG group (eg B2), your name, your relationship to child, reason for absence and expected date of return.
- Please call again as above if the absence is extended.

### Planned Appointments

- Please inform the school office by telephone, letter or email at least 24 hours **in advance** of the appointment.
- Pupils will be required to sign in and/or out of school to attend their appointment. Pupils should collect an "out of school" permission slip from the office in advance of their appointment. This will be required in order that the class teacher can release them from class.

### Family Holidays In Term Time

- Schools will not normally give a family permission to take pupils out of school for holidays 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**.
- In exceptional circumstances time off can be authorised, please contact your House Pupil Support Team if you wish to discuss a particular absence.

### College/University Open Days and Interviews

- Senior pupils are authorised to be absent from school for a maximum of 2 days to attend Open Days. Pupils are encouraged to attend additional Open Days in holidays or on weekends.
- Attendance at interviews is authorised in receipt of a parental letter in advance.

### Work Experience

- All young people are encouraged to develop employability skills for their future.
- Self-found work experience is welcomed and pupils should arrange this for during holidays or weekends.
- Some work experience during term time can be authorised, please contact your House Pupil Support Team to discuss this.

### **Group Calls**

- Should your child be absent from school without explanation a text message (groupcall) will be sent to the main contact held by the school by 10.30am.
- Please ensure you contact the absence line on 01577 867199 as soon as this text is received to explain the absence.
- Please ensure that the school has the most appropriate mobile phone number for this service. You can contact the school office on 01577 867100 to update this number.

Thank you for working with the House Pupil Support Teams to improve your child's attendance and ultimately their future outcomes.

Further information and advice on school attendance can be found at <http://www.gov.scot/resource/doc/294630/0091104.pdf>