

ATTENDANCE AT SCHOOL

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:-

- Contact the school by telephone or letter if you know in advance, that your child is likely to be absent
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- Give your child a note on his/her return to school explaining the reason for absence
- inform the school of any change to the following :-
 - home telephone number
 - mobile number
 - emergency contact details

Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

Family holidays during term time

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school.

Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

If your child is taken on a family holiday during term time then in line with Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged.

Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk

St Andrew's and St Bride's High School operates an electronic text messaging system which informs parents by text/voicemail by 11.00am if their child is not in attendance at school.

SCHOOL/COMMUNITY

Schools have a part to play in the development of life-long education for our community. With this in mind the school has forged close links with the Community Education Service and is associated specifically in the development of the school as a community resource.

INFORMATION ON CHANGE OF SCHOOL OR TRASFER TO ANOTHER SCHOOL

Children and young people may transfer school for a number of reasons such as families moving house, parental choice or the like.

If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child.

This will help us all to ensure the continued well being of your child.