

%		SCHOOL DAYS MISSED	OUTLOOK FOR YOUR CHILD
100%	Excellent	0 Days	Gives your child the best chance of success.
95%	Good	9 days (1 week and 4 days)	
90%	Below average	19 days (4 weeks and 4 days)	Becomes harder for your child to progress.
85%	Unsatisfactory	27 days (5 weeks and 3 days)	<b>SERIOUS IMPLICATIONS</b> Harder to make and maintain friendships  Becomes difficult to catch up with work  A child with below 85% attendance can be referred to the Education Welfare Service.
80%		36 days (7 weeks and 3 days)  *HALF A TERM MISSED*	
70%	Unacceptable	57 days 11 weeks and 2 days)  *1 WHOLE TERM MISSED*	<b>VERY SERIOUS IMPLICATIONS</b> Extremely difficult to catch up with work.  Risk of legal action against parent/carer which may result in prosecution  Difficult transition to High School / positive destination
50%	<b>UNACCEPTABLE</b>	95 days of learning missed (19 weeks)  *2 WHOLE TERMS MISSED*	Increased risk of social isolation  Child unlikely to have a positive view of education  Becomes harder to succeed in mainstream education  Extremely likely to impact on confidence, self-esteem mental health

### Any Comments or Suggestions?

We would welcome any comments or suggestions from students, parents and members of the community. Please feel free to use our suggestion boxes or contact us at:

Gracemount High School, Lasswade Road, Edinburgh EH16 6TZ, Tel: 0131 6647440 or Email: [admin@gracemount.edin.sch.uk](mailto:admin@gracemount.edin.sch.uk)

### EVERY DAY COUNTS

Going to school every day is the single most important part of a child's education. Students learn new things at school every day – missing school puts them behind

### Late Coming

In the morning school starts at 8.30am. The warning bell will ring at 8.27am which gives 3 minutes for students to be at their registration class. In the afternoon school starts at 13.35pm. The warning bell will ring at 13.32pm, which gives 3 minutes for students to be at their period class. **A late bell will ring at 08.32am and 13.37pm.** The purpose of the bell is to provide clarification regarding being "late" and removes any ambiguity. Any student who arrives at class after the late bell will automatically be recorded as late.

Consequences of being late;

- 2 x late in any one week = late demerit.
- 5 x late in any one week = late demerit and after school reflection on a Friday. This time should be used to revise or catch up on work missed.
- 10 x late (term) = parental letter sent home.
- 20 x late (term) = interview in school with EWO and guidance.
- 30 x late – annually = parental interview in school with EWO, Guidance and DHT.
- 40 x late – annually = parental interview in school with EWO, Guidance, DHT and HT.

Students with a certain number of late demerits will not be permitted to attend school trips, represent the school at events and will not be able to attend the end of year reward event.

## GRACEMOUNT HIGH SCHOOL

### Attendance and Timekeeping

Information Leaflet for Parents/Carers and Students



An Information Leaflet for managing student attendance.

## The importance of School Attendance

Research has proven that there is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement.

- Students with good attendance records generally achieve higher grades and enjoy school more.
- Having a good education will help to give your child the best possible start in life.
- Regular school attendance patterns encourage the development of other responsible patterns of behaviour.
- Students who develop an "on the job" attitude toward school will be more desirable to future employers.
- Good attendance shows potential employers that your child is reliable.

### Risks of frequent absences

- A child who does not attend school regularly will be unlikely to keep up with the work.
- The more students miss school, the lower their grades; the less they want to stay in school; the more likely they will drop out of school.
- Students who miss school are more likely to be at-risk for anti-social or criminal behaviour.

### Preventing your child from missing school

#### What can you do?

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality
- making sure that your child goes to school regularly and arrives on time-you will establish a good habit that will carry through life.
- taking an interest in their education - ask about school work and encourage them to get involved in school activities- your child will value school more if you do
- discussing any problems they may have at school – inform their Pupil Support Leader about anything serious
- not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school. Under normal circumstances you should not expect the school to agree to your child going on holiday during term time. ANY APPLICATIONS FOR APPROVED LEAVE SHOULD BE MADE WELL IN ADVANCE AND PUT IN WRITING TO THE HEAD TEACHER

#### If a student is absent;

- A text message will be sent to alert his/her family.
- The school must be informed of a student absence by telephone as soon as possible or by email to [admin@gracemount.edin.sch.uk](mailto:admin@gracemount.edin.sch.uk).

- A note must be brought in when he/she returns to school. This should be given to the Group Tutor.
- If a student stays at home at lunch time the school should be informed by telephone as soon as possible.
- If you have less than 80% attendance the EWO may visit your home. In persistent cases further action will be taken.

If your child starts missing school, there may be a problem you are not aware of. Ask your child first, then approach their Pupil Support Leader.

### The Education Welfare Service

The Education Welfare Service is a specialist education support service which helps young people of a compulsory school age and their families to get the best out of the education system.

The Education Welfare Officer can offer advice and support to help you and your child to have good attendance at school. The officer attached to Gracemount High School is Mrs Lesley Warner and can be contacted on either of the following numbers 0131 664 7440, 0131 555 8430 or 07769657114.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a fine (each parent could be fined up to £1,000 for each child) or being prosecuted. Our EWO will become involved if a student's attendance falls below 80%