



9<sup>th</sup> December 2022

## ATTENDANCE POLICY

Dear Parents/Carers

The link between high attendance at school and positive outcomes beyond school is extremely clear. At Selkirk High School we are committed to supporting the high attendance of our pupils and wish to work with families to support high attendance. Vickie Robbie is working as a full time Home School Link Worker alongside the Pupil Support Faculty helping to support attendance and develop our attendance procedures and practice.

We would like to make you aware of the following:

- Period by period registration is taken by class teachers. If your child has not registered in school and we have not received a reason for this or we know that your child is in school but is not in their timetabled class, you will be notified by text via GroupCall. This is to ensure the safety of all pupils.
- At the end of each month, we will analyse the attendance data for all pupils. Pupils with 100% attendance for that month will be entered into a prize draw to receive a £20 Amazon voucher.
- All pupils with 100% attendance that month will also receive House Points towards their House.
- For pupils with attendance below 90%, where reasons for this have not already been discussed and/or plans put in place where required, an Attendance Alert 1 Letter will be sent home. If no improvement is recorded the following month, an Attendance Alert 2 Letter will be sent home inviting you in to discuss this matter.
- **If your child will be absent due to a medical appointment, sickness or any further known reason, please continue to inform the office via call, email or via the Xpressions app.**

Please see attached Flow Chart outlining these process. We will have attendance assemblies for all pupils before the end of term to ensure that the message is clear to pupils as well.

Whilst we are embedding these new procedures, please note that there may be some teething issues. Please contact the school if you have any queries.

It is the case that parents have a legal responsibility to ensure that their child is attending school. The legal responsibilities of schools and parents can be found by following the link below.

[http://intranet.scotborders.gov.uk/IntranetContent/Scottish\\_Borders\\_School\\_Attendance\\_Policy\\_2013.pdf](http://intranet.scotborders.gov.uk/IntranetContent/Scottish_Borders_School_Attendance_Policy_2013.pdf)

We thank you for your support in this matter.

Yours sincerely

Laura Thomson (DHT – Pupil Support)

