

Attendance and Punctuality

Newbattle Community High School operates a period by period Electronic Registration system

- ◆ Regular attendance is one of the key contributors to success at school
 - ◆ Pupils with a high absence rate (over 10%) lose confidence in themselves and their ability
 - ◆ For S3 or S4 pupils, a 10% absence rate can affect National Qualification results by a grade
 - ◆ Patchy attendance i.e. one day per week can be more disruptive than a block absence
 - ◆ Prospective employers and colleges ask, as a matter of priority, for figures on punctuality and attendance
 - ◆ Newbattle recognises good attendance and punctuality by a system of awards through homerooms
 - ◆ The school operates an automated communication system that will contact you directly if your child is marked absent at registration
- be sent in advance to the Homeroom Teacher
- ◆ Family holidays during term time are deemed as **unauthorised** absence unless in exceptional circumstances. Where this is unavoidable, parents should seek the permission of the Headteacher in writing for leave of absence lasting up to two weeks. If a longer period of leave is required written application may have to be made to the Head of Education, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG

Lateness

- ◆ Pupils arriving after registration must register at the Main Reception and collect a late slip which should be handed in to their period teacher
- ◆ If the pupil is late for a particular reason parents should telephone the school or provide a note
- ◆ Pupils arriving after 10.30am are not credited with the morning's attendance

What to do if your child is absent

- ◆ Parents should telephone the school on the first day of absence
- ◆ Pupils should bring an absence note to Homeroom on their first day back at school confirming the reason for absence & dates
- ◆ If the absence is likely to last more than one day, the school should be notified by telephone or in writing of the reason for and the likely length of such absence (arrangements can be made for work to be sent home)
- ◆ Pre-arranged absences e.g. Doctors' or Dentists' appointments should be made out-with school hours. If these have to take place during school hours parents should telephone the school or an appointment card or a note should

REMEMBER

- ✓ **Good attendance and timekeeping reflect a positive attitude to learning and attainment**
- ✓ **Good attendance and timekeeping reflect good self-discipline**
- ✓ **Good attendance and timekeeping shows courtesy towards the other members of the school community**
- ✓ **Good attendance and timekeeping are essential requirements in life beyond school**