



Eyemouth High School: Attendance

SUMMARY OF ABSENCE PROCEDURES

Keeping School Informed of All Absences

Parents/Carers have a legal responsibility to inform the School every time their young person is unable to attend.

How?

- Send a message via the Groupcall Xpressions App or
- Phone the School Absence Line on 018907 50464

You must inform the school **every day** your young person is absent.

Falling ill during the School day

If your young person feels ill during the school day they must inform the School Office to get permission to leave. **This is a safeguarding issue.**

Medical/Dental Appointments

When a young person needs to attend a medical or dental appointment during the school day, they must sign out at the School Office with proof of their appointment.

Lateness

It is very important for your young person's learning that they attend Registration and all classes on time. Persistent failure will lead to a detention.

Full details of the School Absence Procedures can be found on the School Website - *'School Attendance: A Guide for Parents/Carers'*.

Thank You for Your Support