

**Kelvindale Primary**  
**Pupil Absence Reporting Procedure**  
Effective from Monday 8 June 2015

**Pupil Absence Reporting Team Telephone Number: 0141 287 0039**  
**Lines open 8.00am Monday – Friday**

**To report your child absent from school:**

Please phone above number to report your child absent from school on the first day of your child's absence. If the absence lasts more than one day, parents/ carers must call the pupil absence reporting team on subsequent days to provide update.

**When your child returns to school from any absence:**

Please give your child a brief note to pass to class teacher for your child's attendance file:

The absence note must include:

1. Pupil name      2. Date(s) of pupil absence      3. Specific reason for absence ('sick' or 'unwell' not accepted)

**Example of what to write on brief absence note to teacher:**

11/9/15  
Dear Miss Teacher,  
My child, **John Smith**, was absent from school **8/9/15 to 10/9/15** as he had **tonsillitis**.  
Kind regards,  
Mrs Smith

---

**Additional Information**

When you phone the pupil absence reporting team your child's absence for that day is entered on the school's system by the absence reporting team and thus the school is made aware of the absence.

**Medical Appointments:**

Parents/ carers must provide letter or appointment card as evidence of medical appointment.

**Text to Parent/ Carers:**

It is parent/ carers responsibility to ensure all absences are phoned in to Absence Reporting Team. If you do not inform Absence Reporting Team of your child's absence we have no way of knowing if you are aware of your child's absence or if something has delayed your child on their way to school. ***If a parent/ carer does not phone the Absence Reporting Team before 9.15am a text message will be issued by school.*** Hopefully we never need to text a parent/ carer as adults follow the absence reporting procedure, however if you do receive a text re your child's absence it is ***vital that you reply to the text immediately.***

**Absence from school due to sensitive or personal nature:**

Please phone school directly and request to speak with a member of management team to share details of reason for absence and thus ensure your child receives appropriate support on their return to school.

School will enter absence on school's system; you are not required to phone absence reporting team.

For example,

Family bereavement

Serious illness, for example, an absence which is going to last more than one week

Contagious diseases or illness

Injury, for example, broken limb

**Pupil Holiday during Term Time:**

In line with Glasgow City Council Policy pupil holidays from school are not encouraged and time off can only be authorised by the head teacher in **exceptional circumstances**. All requests for time off for a holiday must be made in **writing to the head teacher**. Absence with no prior explanation from parent/ carer has to be recorded as unauthorised. No pupil work will be provided for absence due to holiday.

Thank you for your support in following the above procedure