



Peebles High School

Attendance and Timekeeping Information for Parents/Carers

School Attendance Policy - At Peebles High School, we promote the importance of excellent attendance and timekeeping in keeping with our school vision - One Peebles: our community where we belong, grow and achieve. We want to ensure that young people are safe and improve outcomes for them.

Attendance is the responsibility of all of us. Full details of the PHS policy and procedures can be found on our website <https://peebleshighschool.com/policies/phs-attendance-policy-and-procedures/>

Whilst we appreciate there can be valid reasons for absence, we ask for support in encouraging young people to make every effort to attend.

Medical appointments should be made out-with school hours if possible. Holidays should not be taken during term time.

The Importance of Attendance

100% attendance	0 days of learning missed
95% attendance	9 days of absence 1 week and 4 days of learning missed
90% attendance	19 days of absence 3 weeks and 4 days of learning missed
85% attendance	27 days of absence 5 weeks and 3 days of learning missed
80% attendance	36 days of absence 7 weeks and 3 days of learning missed
75% attendance	45 days of absence 9 weeks and 1 day of learning missed (almost a whole term missed)

Lateness - Timekeeping is vital for young people. The school day begins at 8.50am and every young person should be in all their lessons on time. Lateness causes issues with marking registers accurately, missing important communication and missing the starting activity of the lesson.

Timing of School Day

Monday - Thursday		Friday	
P1	8.50 - 9.40	P1	8.50 - 9.40
P2	9.40 - 10.30	P2	9.40 - 10.30
Break	10.30 - 10.45	Brunch	10.30 - 10.50
P3	10.45 - 11.35	P3	10.50 - 11.40
P4	11.35 - 12.25	P4	11.40 - 12.30
P5	12.25 - 13.15	P5	12.30 - 13.20
Lunch	13.15 - 14.05		
P6	14.05 - 14.55		
P7	14.55 - 15.45		

Reporting Absence - You can report a young person's absence in the following ways:

Phone - 01721 720291

Text - 07860049596

Email - peebleshs@scotborders.gov.uk

Parentsportal app -

<https://www.google.com/url?q=https://parentsportal.scot/&sa=U&sqi=2&ved=2ahUKewi7hIbj1GQAxUPV0EAHYR8GmAQFnoECDMQAQ&usq=AOvVaw13Xcy6ebzwoi4PROZMvueE>

It is essential all absences are reported no later than 9.15am. You must call EVERY day of the absence.

Supporting Attendance - We have a duty of care to challenge poor attendance and support young people and their families to improve this.

Groupcall - We will send text messages to parents/carers when a young person is absent, and we have not been made aware of the reason for this absence. Messages will be sent during periods 1 and 6 (Mon-Thurs) and periods 1 and 3 (Friday). **Parents/carers should not wait for the Groupcall and use this as a prompt to remind them to contact school.**

Pupil Support Assistants (Pastoral) - Pastoral PSAs will track and monitor attendance of the young people in their House and will make direct contact with parents/carers when patterns of absence occur or attendance levels are low.

Principal Teachers of Pupil Support - Class teachers and Pastoral PSAs will liaise with the relevant Pastoral teacher to discuss concerns and next steps. The sanction for repeated lateness and truancy is an after-school detention.

Thank you for your support