



GLENIFFER HIGH SCHOOL

ATTENDANCE PROCEDURES AT GLENIFFER HIGH SCHOOL

I would like to remind you of Gleniffer High School's attendance procedures.

1.0 INFORMATION REQUIRED

If your child is going to be absent through illness, or has a scheduled appointment, please ensure that you:

- Phone the school as soon as possible to inform us of the absence.
- Provide the following information: - pupil name, class, reason for absence and projected length of absence.

2.0 OPTION AVAILABLE FOR REPORTING

We have several methods for reporting absences:

- Office staff available from 8.30am – 4.30pm Monday to Thursday and 8.30am – 4.00pm on a Friday.
- Dedicated absence reporting facility – please select option 1 when telephoning the school and leave a message. This option is available 24 hours a day.

3.0 ABSENCE TEXT ALERTS

If you fail to report an absence or early morning appointment, then you will receive an absence text alert. To avoid receiving these alerts we need to be notified by 9.40am at the latest if your child will be absent from school.

If you fail to notify us of any absence then your child will be marked **UNAUTHORISED**.

To avoid this, all forms of absence must be reported by a telephone call or letter.