

Leith Academy

Attendance and Punctuality

A big thank you to all parents/carers who support the school in its efforts to ensure their children attend school regularly and are on time in the mornings. High levels of attendance and punctuality have a real impact on how well children do at school and the majority of our pupils have good attendance records (above 95%) and excellent punctuality.

For a significant minority, however, attendance and punctuality remains a problem and this leaflet is designed to summarise a few ideas that we think might bring about an improvement.

Attendance

We are currently trying to improve average rates of attendance and if there are concerns about your child's attendance at school, your child's Year Head will be writing out to you in the near future. In the meantime, you as a parent/carer can help by

- Encouraging your child to attend regularly (even when it's a wet, dark morning!)
- Not allowing your child to stay off school on a Friday morning - unless of course they are genuinely ill. Some of our pupils seem to have the attitude that because a Friday is a half day it is 'OK' to take the day off (our rates of absence on a Friday are much higher than the rest of the week)
- Asking to see your child's attendance printout on a regular basis – the printouts are issued once every 4 weeks and a timetable outlining when they are issued is on the back page of this leaflet
- Telephoning the school if your child is going to be absent that day
- Giving your child a note to take their Group Tutor on a Tuesday or Thursday following their absence

Punctuality

The vast majority of our pupils arrive at school in good time for lessons.

We do, however, have a significant number of children in each year group who persistently arrive late in the mornings and we are currently working hard to support them in improving their punctuality. If there are

concerns about your child's punctuality your child's Year Head will be writing to you in the near future. In the meantime, you as a parent/carer can help by

- Encouraging your child to prepare for school the night before so that there is not a last minute rush in the morning
- Helping your child to organise a morning routine which allows them to leave home in good time
- Encouraging your child to be in school for 0820 – this allows pupils to move to their first class when the warning bell rings at 0825

Please do not hesitate to contact your child's Year Head who will be happy to discuss any concerns you might have about your child's attendance/punctuality. They can all be contacted on 554 0606 or by email at

S1 – Janice.donaldson@leith.edin.sch.uk

S2- George.hansen@leith.edin.sch.uk

S3 – Fiona.stevenson@leith.edin.sch.uk

S4 – Kathleen.fisher@leith.edin.sch.uk

S5/6 – Janet.walker@leith.edin.sch.uk