Denny High School

Attendance Procedures/ Guidelines
Information for Families

You can notify us of your child's absence from school in the following ways:

- Calling the school office – 01324 827440
- Replying to the GroupCall text message
- Sending an email to dennyhighschool@education.falkirk.sch.uk
- Using the 'Contact us' link on the school website

Please provide the following info

Your child's name

the reason for their absence

the likely duration of the absence

Latecoming

School commences at 8.55am and all pupils are required to be in their period 1 class at this time.
Pupils who arrive late to school should go to their class where their teacher will mark them as Late.
Pupils who are late and have been attending a medical appointment will register at the Medical Room. Medical appointment cards (where possible) should be shown to the office staff.

Unexplained Absence

If your child is not in class and we have not been notified, they will be marked 'to be confirmed'. You will receive a Group Call message making you aware of the absence. You should then follow the procedures above to inform us.
You will receive regular updates providing your child's overall attendance percentage and number of instances of late-coming.
All pupils should be aiming for attendance above 90% throughout the year. We will issue Falkirk Council correspondence if your child's attendance falls below the 85%.
More information about attendance at schools can be found here:

https://www2.gov.scot/resource/doc/294630/0091104.pdf