



25<sup>th</sup> November 2019

**Dumfries High School**  
**Marchmount**  
**DUMFRIES**  
**DG1 1PX**

Any enquiries please contact

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**Headteacher: Mr Phil Cubbon**

Dear Parent/Carer

### **ABSENCE MANAGEMENT PROCEDURES**

It is of the highest importance that we as a school record where pupils are at all times throughout the school day. We do this currently by completing a period-by-period registration system which highlights when a pupil is not present in class.

If a pupil is not present, you may as a parent/carer receive a groupcall text message asking you to contact the school to inform us of the reason for the absence. You can contact us on the main school number 01387 263061 or alternatively you can leave a message at any point throughout the day on the school absence line: 01387 702799. I would ask that if your child is absent from school for any reason, that you contact us as soon as possible so we can update our systems accordingly.

In addition, during the school day, if your child is unwell, he/she must report to the school office and we will contact you directly to arrange for someone to collect your child if necessary. I would ask that you support us with this process and encourage your child to follow this procedure at all times. More recently there has been an increasing number of occasions whereby pupils have contacted parents/carers directly and made arrangements to go home without informing anyone in school. This then results in a child showing as missing from class.

The safety and wellbeing of all our pupils is paramount and the above processes, along with your support will allow us to ensure this is carried out efficiently.

Many thanks in advance.

Your sincerely

Phil Cubbon  
Headteacher