

Pupil Attendance and Absence Reporting

Class Times

Pupils must attend House Group which is the start of the school day and runs from 08.50-09.00, unless other arrangements have been put in place. Please encourage them to attend all classes on time.

Class times as follows:

Period	Start	End
HG	08:50	09:00
Period 1	09:00	09:45
Period 2	09:45	10:30
Morning Interval	10:30	10:45
Period 3	10:45	11:35
Period 4	11:35	12:25
Lunch	12:25	13:05
Period 5	13:05	13:55
Period 6	13:55	14:45
Period 7 (Mon/Tues Only)	14:45	15:35
School Open – Social area/breakfast – 8.30am to 8.50am		

Reporting a Pupils Absence

If pupils are absent from school or have an appointment, please contact the school as soon as possible either via the Attendance Line on 01259 452311, option 2 and leave a clear message including your name, Pupil's name, Pupils Reg class and reason for absence; stating they won't be in is not sufficient. Or you can send a text message to 07860 029274, or you can also inform us via the school Attendance Email. Please start a new email each time and send to clalloa-attendance@glow.sch.uk Please provide the same details when sending a text message or email; Pupil's name, Pupils Reg class and reason for absence. Unless we require to reply to your message with information, please be aware that you will not receive a response and that the appropriate action will have been taken.

Please note that pupils will only be coded for that particular day if they are unwell, therefore you must contact the school on a daily basis, unless you have stated how long the pupil will be absent for and their expected date of return. Reporting absences will ensure that pupils records are kept up to date and accurate.

If a Pupil is feeling Unwell

If pupils feel unwell at school, please ensure they are aware that they must come to the school office so the office can contact home, then an out of school pass will be issued and their absence is coded accordingly. If they have already contacted you directly, please be aware that the office are still required to call home.

If a Pupil has an Appointment

If pupils have an appointment, we require to be made aware of this in advance in order that the office can issue an out of school pass. If the appointment is during class time, teachers may not allow pupils out of class without this.

If a Pupil is Late to School

If pupils are late to school, please ensure they sign in at the main school office. Please be aware that if pupils are late to school, you will still receive a groupcall message to say they have not registered at the start of the school day, which begins at 08:50 or have not registered at the start of the afternoon session, Period 5, which begins at 13:05.

Other

ParentPay/Lunch Account – Please ensure that pupils have enough money in their school lunch accounts. Money can be paid into this via ParentPay (please do this well in advance, as sometimes it can take time to show on our system) or cash can be put into the machines which are located within the school. If there are any issues when trying to put money into the machines, please ask your pupil to come to the office. Please note, that catering staff will not accept cash at the canteen.

The safety and well-being of all our pupils is of utmost importance and we thank you for your continued support and co-operation

Alloa Academy



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann