



**Headteacher: Mr D C Mitchell B Ed**

**Dunoon Grammar School**

60 Ardenslate Road, Dunoon,  
Argyll, PA23 8LU  
Tel : 01369705010 Fax : 01369702168

Our Ref :                      Your Ref :  
If phoning or calling please ask for :

email : [enquiries@dunoongrammar.argyllbute.sch.uk](mailto:enquiries@dunoongrammar.argyllbute.sch.uk)

Dear Parent/Carer

In order for pupils to have the best possible chance of achieving their potential, it is in their best interests to attend school regularly. In all Cowal schools, we have a minimum target of 90% attendance for all of our pupils in both secondary and primary schools and an expectation that we will work with parents/carers to achieve this.

**Absence:**

We recognise that there may be times when a young person requires to be absent from school for example: illness, medical appointments, family bereavement, attending a wedding, family crisis. If your child is absent, then we ask that you contact the school as early as possible letting us know how long you expect them to be absent and the reason for this absence. If your child has a dental or medical appointment then you must contact the school so that your child can be marked as Permission. If it is a local dental or medical appointment then it is expected that they return to school immediately after the appointment.

**Covid-19:**

As Covid-19 continues its impact on our lives we wanted to provide reassurance around your child's education and absence from school due to Covid-19. The Scottish Government has introduced new codes that schools must use for all absences that are as a direct result of Covid-19.

If your child is absent due to contracting Covid-19 or is required to self-isolate, their attendance summary will clearly show that this is in relation to Covid-19. It should not, therefore, impact on any senior phase pupils who may be considering starting work or completing their university applications.

Parents, carers and young people should remain vigilant for symptoms of Covid-19. If your child or anyone in your household shows any Covid-19 symptoms (high temperature, a new persistent cough, or lack of taste or smell), you should not send them to school. You should instead follow government guidance relating to testing and self-isolation and please inform the school as soon as possible. If your child develops symptoms in school they will be sent home immediately and government guidance should then be followed. Full information regarding government advice is available on the school website.

### Unauthorised absences:

It is not acceptable for your child to be absent from school for the following reasons: holiday during term time, birthdays, to go shopping, to attend an event such as a football match or concert, to play the latest video game, tired after out of school activities. These will be marked as unauthorised and will go against your child's attendance record.

### Latecoming

Pupils have a responsibility to be at school on time in the morning, after lunch and for each period. Pupils who arrive late to class will follow the formal latecoming procedures.

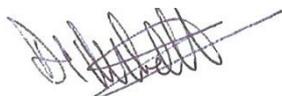
### Attendance/Latecoming concerns

If we have concerns about your child's attendance or latecoming then we will follow our attendance policy (full details on the school website):

Trigger	Letter	Action
Attendance below 90%	Letter 1 is sent home	Parents/Carers are asked to contact child's Head of House to discuss reasons for absence.
If after 2 weeks following letter 1 there is no improvement in attendance.	Letter 2 is sent home	Parents/Carers are asked to contact child's Head of House to discuss reasons for absence and to avoid referral being made to the attendance council/Reporter to the Children's Panel.
If after 2 weeks following letter 2 there is no improvement in attendance.	Letter 3 is sent home	Head of House will organise a child's plan meeting to fully explore reasons for absence and to agree support for pupil to improve attendance.
2 weeks after the child's plan meeting, if there is no improvement in attendance.	Letter 4 is sent home	A referral is made to the Attendance Council/Children's Reporter.

Attendance at school is an increasing challenging issue in Scotland. We are working hard to address the problems it presents, including its impact on attainment, achievement and wellbeing of our young people. We hope we can work together to achieve the 90% target for your child/children.

Yours sincerely



David Mitchell  
Head Teacher  
Phone Number: 01369 705010  
E-mail - david.mitchell@argyll-bute.gov.uk

Website - [www.dunoongrammar.argyll-bute.sch.uk](http://www.dunoongrammar.argyll-bute.sch.uk)