25.10.2021

Dear Parent / Carer

Within Knightswood Secondary School, good attendance is encouraged at all times to ensure pupil success.

Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity.

The school uses daily text messaging to inform parents and carers of a young person’s absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>. Every effort should be made to avoid family holidays during term time as this disrupts your child’s education and reduces learning time. Parents/carers should inform the school by letter of requested dates of absence before going on holiday. If your address or contact numbers have change recently, can I ask you to call our school office on 0141 582 0160 to update these

Kind Regards



Mandy McCreaner

Deputy Head Teacher