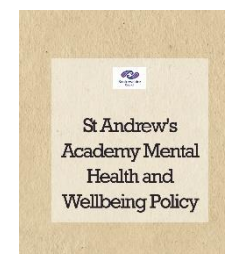
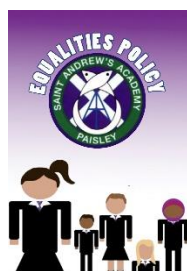
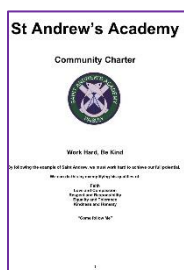


# St Andrew's Academy

## Attendance Information for Parents & Carers

We pride ourselves on our nurturing community and we continuously focus on fostering positive relationships. It is our aim that all young people can attend school and reach their full potential. Our Community Charter, Equalities Policy, Anti-Bullying Policy and Mental Health Policy all underpin our Attendance Policy.



### ***What should I do if my child is absent?***

Parents and carers should call the school office on 0300 300 1440 or email [standrewsacademyenquiries@renfrewshire.gov.uk](mailto:standrewsacademyenquiries@renfrewshire.gov.uk) to report an absence, the Office staff will record the reason for the absence and if known the length. Please call in each morning if you are unable to give a date for return. Our school office opens at 8.30am each school day.

### ***What if my young person has an appointment?***

Parents and carers should try to make appointments afterschool or at weekends, where this is not possible, please alert the school office in advance if possible.

### ***Family Holidays during term time***

Family holidays during term time should be avoided where possible. Please make a written request to your young persons Guidance Teacher. This absence may be recorded as unauthorised unless it is an exceptional circumstance.

### ***Absence Text Messages Alert***

If a young person is absent and we have not had a call from a parent or carer, texts will be sent twice a day, in the morning and in the afternoon to alert you to a pupil absence.

## SUPPORT WITH ATTENDANCE

*Who can support students with timekeeping and attendance?*

The PT's Pastoral Care and DHT's are here to support our young people and families.

### St Andrew's Academy PASTORAL CARE STRUCTURE 2023-2024

**ST MIRIN**

**ST MARGARET**

**ST JAMES**

**ST COLUMBA**

**OUR LADY**

**ST ROSE**

Mrs Holgan

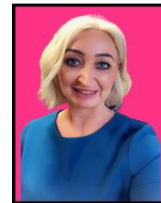
Ms Devine

Mrs Buchanan (Mon- Wed)  
Mrs Glen (Thurs/Fri)

Mr Fulton

Miss Dowds

Mrs Wilson



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1.2

1.3

1.4

1.5

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S1

Mrs Melrose  
(DHT)

S2

Mr Boyce  
(DHT)

S3

Mrs McGarvey  
(DHT)

S3

Mrs Kerr  
(Acting DHT)

S4

Mrs McMillan  
(DHT)

S5 & 6

Mr McFadden  
(DHT)

## COMMUNITY CHARTER

Good attendance gives every young person the best opportunity to achieve their full potential. By following the example of Saint Andrew, we can exemplify his qualities of

- Faith – Our school ethos is based upon Gospel Values, and we should be mindful of this when interacting with one another. Attending school helps young people make friends and feel included.
- Respect and Responsibility – We have respect for all in our school community. Attending school gives young people the best opportunity to take responsibility for their learning and for their health and wellbeing.
- Love and Compassion – We care for all members of our school community and take care of our school environment. We are valued and value others. By attending school young people can improve on their self-esteem and increase their confidence.
- Equality and Tolerance – All members of our school community have equality of opportunity. Attending school helps young people prepare for the world of work and life after high school.
- Kindness and Honesty – We are kind, nice and promote a nurturing environment for all. Attending school helps young people engage in learning with enthusiasm and helps improve and develop social skills.



ST ANDREW'S ACADEMY - OUR COMMUNITY OF FAITH AND LEARNING