

## **If you leave suddenly without telling anyone...**

- ◇ Phone the school/teacher and let them know if you will be coming back or en-rolling in another school.
- ◇ If your child is absent without any explanation, the school/teacher is required to follow this up. They may phone you or send someone to your home.
- ◇ If you are away for more than 4 weeks and have not told the school that you are coming back, the school can remove your child's name from the register. This means that there may not be a place for your child if you return. The Education Authority will keep a record that your child is not attending school.
- ◇ If you enrol your child in another school, the teachers will contact your last school for your records. Once this happens, your name will be taken off the roll of the first school.

**If the school cannot make contact with you, they may place your child's name on a list of missing children and efforts will be made to find your family. This is because schools need to check that children, who leave without warning, are safe and well.**

**If anybody working in the Education Service is worried about a child's safety, they have a duty to take action.**

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## **KEEPING IN TOUCH for Scotland's Gypsy/Traveller families**



**It is everybody's responsibility to make sure that children are safe.**

**You can help by keeping in contact with your base school or Traveller Teacher while you are travelling.**

**Pupil's name:**

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**School:**

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**Tel:**

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**Site name -**

**Site number -**



Teacher's number -

## Attendance and Absence

Procedures in schools concerning attendance and absence are being tightened up by schools. This affects all pupils, not just Gypsy/Traveller or other Travelling pupils. Schools understand that moving around is part of Gypsy/Traveller cultures, but they also have a duty to make sure that children on the school roll are safe and well.



## HOW YOU CAN HELP...

- ✓ Keep a note of the school phone number on your mobile phone.
  - ✓ Let them know if your mobile number changes or if you have a new emergency contact. This way the school can be in touch with you if your child is unwell at school.
  - ✓ If your child is absent due to illness, or for another reason, please let the school know as soon as possible, preferably at the same day, then nobody will be worried.
  - ✓ If you can't contact the school ask the site manager or a Traveller teacher to pass a message on.
  - ✓ If you know you will be going away in advance, please tell the school roughly how long you will be away for and the area in which you will be staying.
  - ✓ This will enable schools to register the absence as "authorised absence".
- ✓ This will give teachers time to put work packs together for children to use while they are travelling.
  - ✓ The school may be able to tell you the name and phone number of a Traveller Teacher who can help you in the new area.
  - ✓ The school or Traveller teacher may be able to quickly pass on information to a new school. This will help your child to fit in and make progress more quickly.
  - ✓ A school can keep a place for your child if they know that you will be coming back, even if you are away for a few weeks.
  - ✓ If you have told a school that you will be back after a certain time, but decide to stay away for longer, just let the school know.

**If you are returning to pick up mail, it may be possible for your child to meet with a Traveller teacher or to attend school for a couple of days to pick up more work...  
Just ask!**