

Inveralmond Community High School

Willowbank, Ladywell, Livingston EH54 6HW
Tel: 01506 280700

Headteacher: Mr H Shankland
Depute Headteacher:: Mrs R Charters
Depute Headteachr: Mr K Varty

22 January 2025

Dear Parent/Carer,

Subject: Attendance Communications

As you are aware, attendance is a key priority in Inveralmond Community High School. Research shows a consistent and direct link between young people's attendance and their achievement and life chances. From 18th February 2025, there will be a change in how we communicate with parents and carers about attendance.

Current System:

When a young person is absent from school a groupcall text message is sent to the 'main contact.' This means the parent/carers who is named as the main contact is the only person who receives this communication.

The purpose of this message is to alert parents/carers about the absence. If a reason has not already been given to the school, parents/carers can respond with the reason for the absence so this can be coded correctly. If the school does not receive a reason for the absence, the absence remains as an 'unexplained absence' and is coded as such. If you are aware your child is going to be absent, or is absent from school please call the school and use Option 1 to give the reason.

Changes:

When a young person is absent from school a groupcall text message will be sent to **both parental contacts**. If there is more than one parental contact it means both will receive the same communication.

This means that either parental contact can respond with a reason if this has not already been provided.

What do I need to do?

It is essential that we have the correct contact details for parents and carers. Before this change takes place, the 'main parental contact' should use the parent portal to check that all the contact details we hold are correct. You can access the parent portal here: parentsportal.scot | [The digital doorway to your child's school.](#)

If you are a main parental contact and are unable to access the parent portal, please contact us on wlinveralmond-chs@westlothian.org.uk or call 01506 280700.

If for any reason you are unable to access your details or make the required changes, please contact the school office and this can be done manually.

All changes and updates must be completed prior to the February holiday in order to ensure that communication is sent to the correct parent/carers contacts.

Yours sincerely



H Shankland
Headteacher