



PUPIL ATTENDANCE POLICY

Reviewed September 2019

Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. Attendance is closely linked to our Assessment Policy and Tracking of Academic progress.

Crumlin Integrated College will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Aims

1. To improve the overall attendance of pupils at Crumlin Integrated College.
2. To develop a framework that defines roles and responsibilities in relation to attendance. (Action Plan in place).
3. To provide advice, support and guidance to parents/carers and pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Senior Leadership Team at Crumlin Integrated College has overall responsibility for school attendance. Concerns regarding school attendance should be brought to their attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at regular meetings.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded. In addition staff also record attendance each period through the use of SIMS. As a result of this issues regarding attendance can be followed up.

To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02, which can be found at the following link:
www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm

Crumlin Integrated College is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

“Parents have a legal duty¹ to ensure their child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.”

1 Article 45(1) of The Education and Libraries (NI) Order 1986

If a child is registered in school, their parent has a **legal duty** to ensure that they regularly attend school.

It is a parent’s responsibility to inform the school of the reason for a pupil’s absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 9.10am for registration and the beginning of classes. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and on the pupil’s attendance record.

If a child appears reluctant to attend school it is important to discuss the matter promptly with the class teacher, year head or Principal to ensure that both the parent and the child receives maximum support.

Role of Pupils

Each pupil at Crumlin Integrated College must attend school punctually and regularly. If the pupil has been absent from school, a written note from a parent/carer must be provided to the Form Tutor when the pupil returns.

Absence Procedures

All Parents/Carers are required to complete an absence note (attached in school diary) which provides a clear reason for any absence on the first day of return to school. Parents/Carers should also inform school in advance of any planned absence. Pupils will only be released for appointments during the school day when collected by a designated adult.

Family holidays during Term Time

Crumlin Integrated College discourages holidays during term time due to the impact this has on pupils’ learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

Procedures for Managing Non-attendance

In the first instance where a pupil’s monthly attendance falls below 85% a letter will be written to parents/carers encouraging their support to rectify the problem or to provide information on exceptional circumstances. If the problem persists a phone call and a

second letter will advise that a referral will be made to the Education Welfare Service. Crumlin Integrated College and the Education Welfare Service will also organise Attendance Workshops for pupils and Senior Leaders will attend INSET. The EWO completes a termly audit where attendance is reviewed and actions are recommended in partnership with the school's Senior Leadership Team.

Rewards

Pupils are regularly rewarded for good attendance. Sponsorship from Tesco Crumlin and our Pastoral Care budget enables the school to reward excellent attendance in a variety of ways e.g. Tesco Vouchers, Annual Reward Trip and recognition at Annual Prize/Rewards evening.

Education Welfare Service

The Education Authority through the Education Welfare Service (EWS) has a legal duty to make sure that parents meet their responsibility towards their children's education. If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Date: 11/09/2019 reviewed _____