

DALRIADA SCHOOL

POLICY DOCUMENT



ATTENDANCE POLICY - PUPILS

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.

Dalriada School 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/maintain the overall attendance of pupils at Dalriada School.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Headmaster at Dalriada School has overall responsibility for school attendance; (Teachers should bring any concerns regarding school attendance to the attention of the Deputy Head (Pastoral) who will discuss the matter with the Headmaster).

The Board of Governors provide support by reviewing school attendance figures and targets and ensures that pupils attendance is placed as an agenda item at each meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

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 2017/15, which can be found at the following link:

www.education-ni.gov.uk/publications/circular-201715-attendednacne-guidance-and-absence-recording-by-schools

Dalriada School 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.

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

It is a parent's responsibility to inform the school of the reason for a pupil's 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 8.55 am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

If your child appears reluctant to attend school please discuss the matter promptly with the Form Tutor, Head of Year or Deputy Head (Pastoral) to ensure that both you and your child receive maximum support.

Absence during term time

Missing school at any time is detrimental to a child's education therefore family holidays or other appointments e.g. doctor or dentist should be arranged, where possible, outside school hours. Dalriada School discourages holidays during term time as this can have a significant impact on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence.

Role of Pupils

Each pupil at Dalriada School must attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian, must be provided to your teacher on the first day when you return.

Pupils who arrive in school before 8.55 am

Go to your registration class/assembly.

Make sure your attendance is recorded.

Give your absence notes and requests for exeats to your tutor or teacher covering registration.

Pupils who arrive in school before the end of registration/assembly

As above

Will be marked late.

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

Pupils who arrive in school after registration/assembly (after 9.10 am)

Report to the school office and record your attendance in the late sheet.

If an exeat is required urgently, inform the office staff. Otherwise you should ask your Tutor for an exeat card at break or lunchtime.

Ask your parents to provide a written explanation for your lateness. Give this note to the office staff when you are signing the late sheet.

Absence Procedures

Form tutors and teachers should record attendance and code absences and exeats appropriately

All parents/guardians are required to provide a written note which provides a clear reason for any absence.

Family holidays during Term Time

Dalriada School discourages holidays during term time due to the impact they have 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

Form Tutors should monitor pupil attendance on a daily basis and inform the Head of School if there has been a long term absence (more than one week). Pupil attendance is discussed at a weekly pastoral meeting. Parents will be contacted in cases of concern. If the absence continues the Deputy Head (Pastoral) will invite the parents and child into school to discuss the matter. If attendance does not improve and falls below 85%, the pupil will be referred to the Education Welfare Service (Years 8 – 12).

The Deputy Head (Pastoral) will monitor recording of attendance on a weekly basis.

The Deputy Head (Pastoral) will print out attendance on a monthly basis and analyse trends. This information will be discussed at the weekly pastoral meeting. Appropriate action will be taken.

Education Welfare Service

Education Authority (EA) 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 (Years 8 – 12), if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Approved by the Board of Governors 26 May 2016

Reviewed 18 October 2017 by LRC (to include DENI Circular 2017/15)

Signed:

Date:

Chair of the Board of Governors