

CRAIGAVON SENIOR HIGH SCHOOL



ATTENDANCE POLICY

DRAFT OCTOBER 2017

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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.

Craigavon Senior High will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

'VALUING YOUNG PEOPLE'

We seek to provide our pupils with a challenging and rewarding educational experience that

- Is founded on good relationships and mutual respect between pupils and staff.
- Develops their self-esteem and confidence in a secure and caring environment.
- Caters for their different interests, aptitudes and aspirations within the framework of a balanced curriculum.
- Equips them with the knowledge, skills and values that will enable them to play an active and constructive role in the workplace and the community.

The aims of this policy are as follows:

1. To improve/maintain the overall attendance of pupils at Craigavon Senior High 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 Principal at Craigavon Senior High School has overall responsibility for school attendance.
- Teachers and designated staff should bring any concerns regarding school attendance to his/her attention.
- The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it 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 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-attendance-guidance-andabsence-recording-by-schools
- Craigavon Senior High School is committed to working with parents/guardians to encourage regular and punctual attendance.

Role of Parent/Guardian

- Parents/guardians have a legal duty 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/guardian has a legal duty to ensure that they regularly attend that school.
- It is a parent's/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. A Parent/guardian should phone school before 10.00am giving the pupil's name, Form Class/ Form Tutor and reason for 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 9.00am for registration and the beginning of classes. It is the responsibility of parents/guardians 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 teacher/ Head of Year / Senior Teacher or Principal to ensure that both you and your child receive maximum support.

Role of Pupils

- Each pupil at Craigavon Senior High must attend school punctually and regularly.
- Pupils who are late to school must be registered at the school office or to the designated teacher. Persistent lateness will result in sanctions.
- If you have been absent from school, a written note from a parent/guardian must be provided to your Form Tutor when you return.
- It is your responsibility to get caught up on work missed as quickly as possible.

Absence Procedures during School Day

- Medical appointments should be arranged, where possible outside school hours. If an appointment has been made, the pupil should have a permission of absence note, which will be signed by a Senior Teacher.
- Pupils must sign out of school at the Office with a permission of absence note signed.
- If a pupil is feeling unwell the School will contact home and together the school and parent/guardian will decide the best solution for the pupil.

Family Holidays during Term Time

- Craigavon Senior High discourages holidays during term time due to the impact they have on pupils' learning.
- Parent/guardians should complete a request for exceptional leave of absence form.
- Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

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

Procedures for Managing Non-attendance

ATTENDANCE ISSUE	ACTION TO BE TAKEN
If a pupil is absent for 2 days in a row with no contact from parents/guardians	Form Tutor rings parent/guardian requesting reason for absence and records this on SIMS.
If a pupil is absent for 3 or more occasions in a month (1 occasion is either a full day or half day) and absent on 3 or more occasions in the next month or any subsequent month	Form Tutor speaks to pupil about his/her attendance and records this action on SIMS and Class Absence Log.
If absence continues	Form Tutor phones parent/guardian and sets a target for improvement. Record Action on Sims.
If absence continues	Form Tutor refers to Year Head who will send a letter home and invite parent/guardian into school to discuss attendance and set target for improvement. Record this action on SIMS.
If absence continues	Year Head referral to EWS if attendance drops below 85%. Record action on SIMS.

All parents/carers are required to provide a clear reason for any absence.

Education Welfare Service

- The Education Authority through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.
- If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, 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.

Signature – Principal

Signature – Chair, Board of Governors

Date