




Erne Integrated College

Student Attendance Policy

Signature of Chairperson of the Board of Governors	
Date Adopted by the Board of Governors	12 December 2023
Policy Review Date	December 2024

STUDENT ATTENDANCE POLICY

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.

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

Aims

1. To improve/maintain the overall attendance of students at Erne Integrated College.
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 students.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Principal has overall responsibility for school attendance; (*teachers/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 students 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 2020/08, which can be found on the Department website:

www.education-ni.gov.uk/publications

Erne Integrated College 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 student's absence on the first day of absence. This should be confirmed with a written note when the student 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.

Students 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 class teacher or Principal to ensure that both you and your child receive maximum support.

Role of Students

Each student at Erne Integrated College 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 when you return.

Absence Procedures

When a student has been absent for any reason, he or she should bring in a short form from home, explaining the absence. In the event of an unplanned absence the parent/carer is expected to contact the school office on the morning of the absence.

If a student is late after 9.15am, he/she must sign in at the school office on the morning of the absence.

If a student is later after 9.15am, he/she must sign in at the school office. This is a legal requirement. Where it is known in advance that a student will be absent, a similar note should be sent in advance. Requests for medical /dental appointments should be made after school. If this is not possible, please send a note in with your child together with a copy of the appointment card/letter.

Family holidays during Term Time

Erne Integrated College discourages holidays during term time due to the impact they have on students' learning. 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

(see flowchart overleaf)

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 student'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.

SCHOOL PROCEDURE FLOW CHART

Monitoring of student attendance on a daily basis by Form Teacher who follows-up Absence letters

Concerns about a particular student
(below 95%) – referred to YCC

Head of Year interviews the student and records date and details

Attendance improves.
No further action

Attendance remains a concern

Initial letter to parents from Head of Year informing them of schools concerns.
(below 92%)

Attendance improves.
No further action

Attendance remains a concern

Head of Year invites parents to school to discuss problem.
(below 90%)

Attendance improves.
No further action

Attendance remains a concern

Referral made to Education Welfare Office
(Below 85%)

Students on EWO register who are absent from school may receive a telephone call on each day of their absence to explain

Parental Home Visits by EWO
Ongoing monitoring
Parent/School /EWO meetings.