



ST. JOHN THE BAPTIST'S COLLEGE

ATTENDANCE POLICY

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'Excellence for All'

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.

St John the Baptist's 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/maintain the overall attendance of pupils at St John the Baptist's 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 pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Principal of St John the Baptist's College has overall responsibility for school attendance; staff should bring any concerns regarding school attendance to his attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item a termly meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded during form class and for each period during the day.

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

To provide parents with a printed record of their child's attendance and punctuality at the end of the autumn and summer terms.

Persistent late-coming will result in After School Detention. Parents will be notified by appropriate late-coming letter and alerted to late-coming by Call Parent.

Parents are notified by the Call Parent System when their child is not present at registration and the school has not been notified of their absence.

St John the Baptist's College is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty to ensure that their child of compulsory school age receives 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 on the first day of absence. 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.

St John the Baptist's College Phone No. 028 3833 4725

Pupils are expected to be in school at 8.45am 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. Parents are asked to contact the school before 9.00am if their child is going to be absent that day. If parents have not got in touch as requested then the automated call system will contact parents by phone on the first day of their child's absence, asking for reason and return date. **Please ensure that you have given the school a current telephone number.**

If your child appears reluctant to attend school please discuss the matter promptly with the class teacher, Principal or EWO (Education Welfare Officer) to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at St John the Baptist's College must attend school punctually, regularly and properly prepared. If you have been absent from school, a written note from a parent/guardian must be provided to your teacher when you return if the reason has not already been telephoned.

Absence Procedures

If a reason for absence has not already been communicated to the school, parents/guardians are required to complete the attached absence notification form which provides a clear reason for any absence. There are also copies in their school diaries.

Parents/Guardians are asked where possible to arrange dental and medical appointments outside school hours. Where this is unavoidable, the pupil must bring in a note and have it signed in the morning by the Form Teacher and by Mrs McCabe at

break time in the General Office. Pupils must sign out in the General Office giving the time of departure and a time of return if applicable. Pupils must also sign in again on return. **These measures are to ensure that we know which pupils are on the premises in case of an emergency. Pupils leaving school without permission will be suspended.**

In the interests of child protection, no pupil under 16 years of age will be permitted to leave school during the school day without permission from a parent/guardian and a member of SMT.

Family holidays during Term Time

St John the Baptist's College 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 Teachers will monitor pupil attendance in their form classes and inform Mrs McCabe, Pastoral Co-ordinator of any absences during their weekly meetings

Parents will be notified of school concerns and meetings held where necessary in order to address the problem.

Procedures will be put in place to help pupil and parent/guardian comply with regular school attendance.

The Education and Welfare Service will monitor pupil attendance, especially those who fall below 85%.

Education Welfare Service

The Education Authority, through the Education Welfare Service (EWS), have 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.

