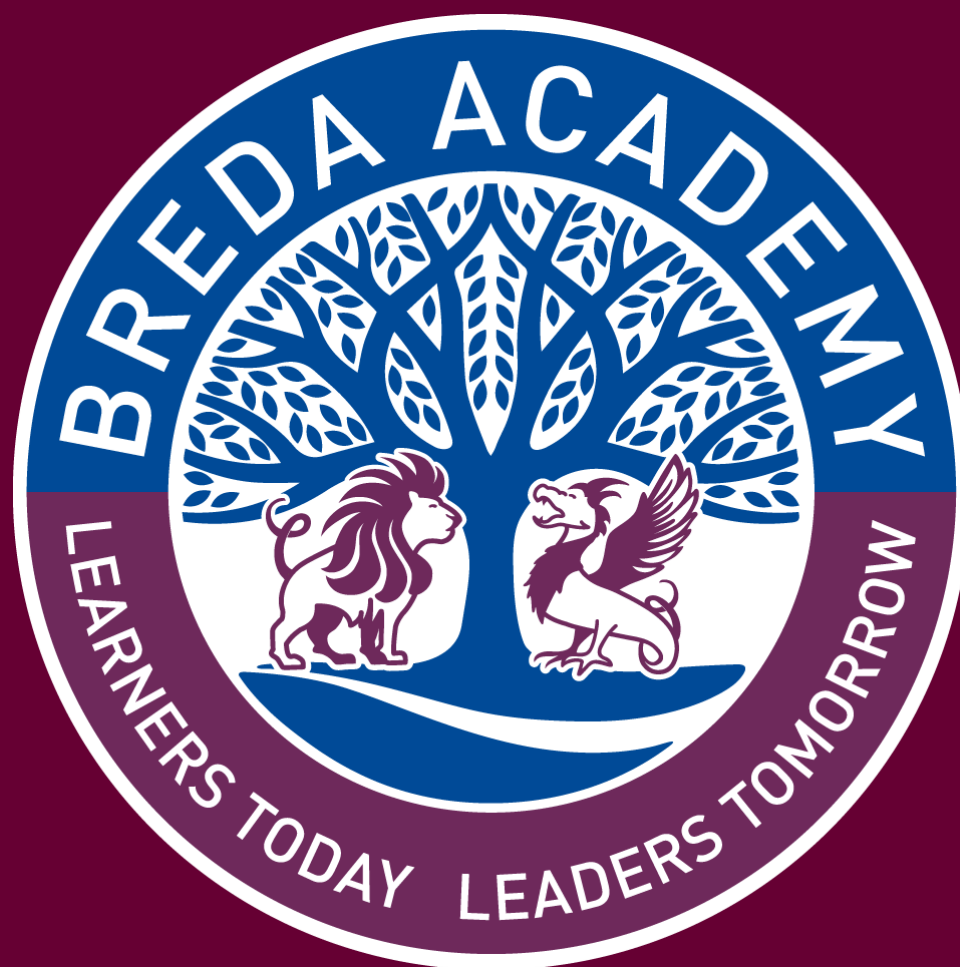


ATTENDANCE POLICY



BREDA ACADEMY

Breda Academy is committed to working with parents to encourage regular and punctual attendance.

Role of Parent / Guardian

Parents and guardians 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, his or her parent / guardian has a legal duty to ensure that he or she regularly attends that school.
- It is a parent's responsibility to inform the school of the reason for a student'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.
- Students are expected to arrive in school at 8.35 a.m. at the latest, so that they can be at registration at 8.40 a.m. It is the responsibility of parents / guardians to ensure that your child is punctual. Lateness is recorded and on your child's attendance record. Persistent latecomers will receive an appropriate sanction.
- If students come in late, they must sign in.
- If students have been at an appointment, a note should be brought with them.
- Appointments should be made outside of school hours. If this is not possible, e.g. hospital appointments, then students should attend school before / after the appointment. If a student misses an entire registration session due to an appointment he or she will be marked as 'M', which is an authorised absence (provided a note or a letter has been provided by the parent / guardian). If a student is in school for registration before the appointment, then he or she will receive a present mark for that session.
- If a student comes in after registration has been taken for that session, then he or she will get a present mark only if a note from a parent / guardian or an appointment letter is provided.
- If your child presents as reluctant to attend school, please discuss the matter promptly with Head of Year or Head of Key Stage to ensure that both you and your child receive our school support.

Role of Students

- Each student at Breda Academy must attend school punctually and regularly.
- If you have been absent from school, a written note from a parent/guardian must be provided to the school office when you return. Your parent / guardian should phone the school on the morning of your first absence.
- You should arrive into school at 8.35 a.m. at the latest, so that you can be at registration at 8.40 a.m.
- You may receive a sanction if you are persistently late to school. If you are late you must sign in and if you are leaving for an appointment, you must show your note and sign out. Partial absence slips can be obtained from the school office.
- Your form tutor will be sent your cumulative percentage of attendance each month and will discuss this with you, including which colour band your attendance falls into. Ensure you know what your attendance is (green = excellent, orange = poor and red = extremely poor) and focus on improving it if it is orange or red.

Absence Procedures

- All Parents/Guardians must phone the school on the morning of the child's first day of absence.
- If the school was not contacted, all Parents/Guardians are required to write a note to be produced when he / she returns to school.
- A letter / note or appointment letter must be provided to the school if the child will be late or needs to leave school for a medical appointment.
- Parents / Guardians will be contacted by the school by letter when the child's attendance falls below 94%.
- Heads of Year will monitor improvements / decreases in attendance and act as necessary in line with school policy. (If there is no improvement in attendance, letter two will be sent home). This letter invites parents/carers in for a meeting.
- Heads of Key Stages will discuss students whose attendance falls below 85% with the Education Welfare Officer and will write to parents/carers using letter three. A referral may be made to the Education Welfare Service (E.W.S.). If a referral has been agreed, the Education Welfare Officer (E.W.O.) will then act as a link between home and school, working together with teachers and parents, to assist the child's return to regular attendance.

Family holidays during Term Time

Breda Academy 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, according to DENI guidance, will a holiday be authorised.

Procedures for Managing Non-attendance – Attendance Officer

- The Attendance Officer will use Truancy Call to send out texts each day to parents / guardians whose child is off school with an unauthorised absence.
- Text messages may also be sent to students who are arriving extremely late into school.
- At the end of each month, the Attendance Officer will run a report of students whose attendance is less than 94% (from September to date of report) for each year group. This will be sent to the Heads of Year, along with an attendance certificate from SIMS for each of these students.
- Under the direction of the Heads of Year, the Attendance Officer will print out letters for students whose attendance is below 94%. Letters will be posted home and an electronic copy will be saved to each student's record on SIMS.

Procedures for Managing Non-attendance – Heads of Key Stages, Heads of Year and Form Tutors

- The Heads of Year will advise the attendance officer to print out letters for students whose attendance falls below 94%. They will inform the attendance officer if it is to be letter one, two or three.
- Heads of Year will monitor improvements / decreases in attendance and take action as necessary. They will disseminate this information to the Heads of Key Stage.
- Heads of Key Stages will have regular meetings with the EWOs and report back to Heads of Year.
- Heads of Key Stages will discuss students whose attendance falls below 85% with the EWO. A referral to the EWS may be made at this time.
- Heads of Year and Heads of Key Stages will regularly emphasise the importance of good attendance to their students through Year Group assemblies.
- The Senior Teacher will send all staff a spreadsheet of each individual student's cumulative percentage of attendance since September at the end of each month. These will be colour coded

and the form tutor should discuss these figures with their form class. Heads of Years will use this data to monitor the attendance in their year group.

Promoting Good Attendance

A number of strategies are in place to encourage good attendance

- Attendance noticeboard.
- Promoting good attendance posters placed around the school.
- Achievement points awarded for a 100% attendance in a month.
- In year 8 all students with 100% for that month are entered into a prize draw.
- Praise postcards sent home for students whose attendance was being monitored and has improved by Heads of Year.
- Form teachers discuss attendance each month with the students in their form class using the cumulative attendance figures sent by the Senior Teacher.
- Certificate / badge awarded at prize night for students with 100% attendance.
- Interventions with individual students / class from outside agencies e.g. Learning Together, Dreamscheme, etc.
- Texts to parents to remind them of the importance of sending students to school on half days/ last days of term & reminders about the start of term.
- Use of Facebook to send reminders about the importance of sending students to school on half days/ last days of term & reminders about the start of term.
- Students surveyed about their attitudes towards school and attendance.
- Parent app available to all parents which shows parents their child's weekly daily attendance.
- Assemblies on attendance and punctuality.

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 student's absence causes concern, or if their attendance falls below 85%, they may be referred to the EWS, if appropriate. The Education Welfare Officer (EWO) will support staff and parents in developing and implementing strategies to address or improve school attendance.
- There are two full-time EWOs dedicated to Breda Academy. One oversees Key Stage Three and one oversees Key Stage Four.
- Roma students have a dedicated Roma EWO assigned by the EWS.

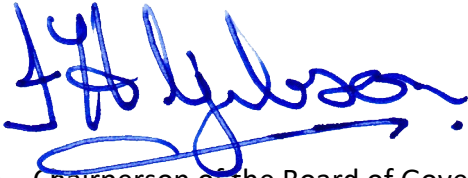
Whole School target

Whole school target for student attendance is to maintain 90% or above.

The policy will be reviewed again before May 2023

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Signature – Principal

A handwritten signature in blue ink, appearing to read 'J. H. Wilson' with a long horizontal stroke at the end.

Signature – Chairperson of the Board of Governors

Date: 19th May 2020
