



St Patrick's & St Brigid's College, Claudy

Attendance Policy

We believe that good attendance is crucial to the effective delivery of the curriculum and to the learning and academic progress of pupils.

Poor attendance not only affects pupil progress but is also an unacceptable waste of resources.

All staff will make good attendance the highest priority. In so doing staff will stress the importance of attendance in school and establish a sense of responsibility in the pupils which will be carried through to their working lives after school.

This policy sets out the school's position on how attendance is managed and on the roles and responsibilities of those involved.

The school operates the Lesson Monitor system. Registration will take place each morning at 9.20 am and it is expected that pupils will be in form class at that time. If any pupil arrives in school after 9.30 am he/she must report to the school office to be signed in. Failure to do so may mean that he/she will be marked absent for that session. Class teachers will mark the roll each lesson. The afternoon session starts at 1.50pm.

It should be noted that pupils are only permitted to be absent from school during term time in the most exceptional of circumstances and then only with the prior approval of the Board of Governors.

Implementation of the policy involves:

- (a) The school secretary
- (b) Class teacher
- (c) Form Tutor
- (d) Head of Year
- (e) Attendance Co-ordinator
- (f) Educational Welfare Officer
- (g) School Principal

School secretary will:

- (a) Check attendance has been keyed in by the class teachers for Lessons 1 and 7.
- (b) Compile a list of absent pupils on a daily basis, after lesson 7, and email to all teachers each afternoon.
- (c) Maintain a record of late-comers, pupils leaving school early for whatever reason and calls from parents.
- (d) Send out truancy call each morning.

(e) Print SIMS Absence forms and monthly figures/registers.

Class teacher will:

- (a) Be aware of absent pupils;
- (b) Encourage good attendance;
- (c) Complete roll for each session;
- (d) Alert Form Teachers of any problem which might occur due to unsatisfactory attendance.

Form Teacher will:

- (a) Take roll at morning assembly;
- (b) Monitor pupil absences;
- (c) Complete absence report form on a regular basis;
- (d) Ensure that all absent pupils provide a note of explanation on return to school;
- (e) Communicate with parents/guardians of children whose absences are beginning to have an adverse effect on their academic progress. This communication will take various forms but will be done initially by an Attendance Contact letter;
- (f) Notify Head of Year of pupils with an attendance problem;
- (g) Publish each month a record of the form attendance.

Head of Year will:

- (a) Monitor attendance in the year group;
- (b) Communicate with parents/guardians of pupils who have failed to provide a note of explanation for absence;
- (c) Liaise with Educational Welfare Officer;
- (d) Notify Attendance Co-ordinator of pupils with an attendance problem;
- (e) Agree appropriate rewards for good attendance.

Attendance Co-ordinator will:

- (a) Monitor attendance across all year groups;
- (b) Liaise with Year Heads and Educational Welfare Officer;
- (c) Review and evaluate the referral process with the Year Heads and Educational Welfare Officer at the end of each term;
- (d) Report to Principal on matters related to attendance.

Educational Welfare Officer will:

- (a) Monitor attendance on a whole school basis;

- (b) Meet Year Heads and Attendance co-ordinator on a weekly basis;
- (c) Respond to referrals as appropriate. This will include speaking to pupils in school and making home visits;
- (d) Liaise with Year Heads and Attendance Co-ordinator re. active cases.

The Principal will take an overview of attendance patterns in the school.

Checklist for Form Teachers:

- Form teacher must be in Form Room to welcome pupils as they arrive;
- Key attendance into Sims;
- Mark only those pupils who are present in the room;
- Insist on absence note for the following day;
- Ask pupils to keep an accurate record of their attendance in the homework diary;
- Ask pupils to inform office of any prior reason for absence ie. Medical, funeral, etc.