

St. Patrick's College Attendance Policy

Regular attendance at school is essential to ensure uninterrupted progress and to enable students to reach their full potential. The attendance pattern for all students is monitored weekly.

The College is seeking to actively work with parents/guardians to ensure a regular attendance pattern is maintained. We expect all children on the roll to attend every day, when the College is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the students to attend, and have put in place a range of appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

As a College we need parental support in ensuring that students are at school every day.

Poor attendance can seriously affect each student's

- Attainment in school
- Relationships with other students and the ability to form lasting friendships
- Confidence to attempt new work and to work alongside others

Each student's attendance can be summarised as:

Number of days missed - Statement of Attendance

%	Days missed	Statement of Attendance
100%	0	Excellent attendance. This will help all aspects of your son's progress and life in school.
95%	9	Very Good attendance. This is a good start and supports a positive work ethic.
90%	18	Average Attendance. Try to build on this.
Below 85%	27	Poor Attendance. This is unacceptable. We will work with you and the E.W.O. to improve your son's attendance.

- Please note- The College has a legal obligation to record Attendance each morning. Registration closes at 9.00am. Your son is required to sign the 'Late Book' on arrival after 9.00am in order for his attendance to be credited.
- We record Attendance throughout the day on Lesson Monitor. This is done at the beginning of each lesson. This information is recorded and stored on the school computer system.
- In every case, early intervention is essential to prevent continuing poor attendance. It is essential that parents / guardians keep the College fully informed of any matters relating to attendance.
- On the first day of absence- parents /guardians are required to contact the College between 8.30am and 9.00am (**on 028 90770011**) and on return to the College a written note explaining absence is required.

Illness and Medical Appointments

- a) Every effort should be made to arrange routine medical appointments outside school hours.
- b) An appointment card or verification by the doctor / dentist / hospital is required.
- c) If it is necessary for your son to be out of school for this reason- he should be returned to school directly after the appointment.
- d) For any absence, the College requires a written explanation why the student was absent. The College will request this if it is not produced.
- e) Medical certificates are required for absences of more than 5 days.
- f) If you wish your son to be absent due to exceptional circumstances you must request permission in writing from the College otherwise this will be recorded as an unauthorised absence.

Holidays

No permission will be granted for students to go on holiday during the school term. Any such absence will be recorded as unauthorised. Holidays should only occur during the authorised dates which are stated in the College Calendar.

Your Responsibilities as a Parent / Guardian

By law, all children of compulsory school age must receive a suitable full-time education. As a parent you have a legal responsibility to make sure this happens. Once your son is registered at a school, you are legally responsible for making sure he attends regularly. The school will endeavour to work with parents in the best interest of the child in order to achieve a resolution.

If your son is persistently missing school and is in danger of falling below the 85% Attendance mark, you and your son may be invited to an **Attendance Review Meeting** where his attendance issues would be discussed in detail with the **Attendance Review Panel** in the College. You may also be visited by the College Home School Liaison teacher and/or a member of the E.W.O. They will talk to you about your son's attendance problems.

Home School Liaison Teacher

Mr Michael Bennett, a fully qualified teacher, is now available to support parents and students in their work with St. Patrick's College. Michael will work to support parents and students in their learning, with their attendance and punctuality and other issues, academic and pastoral, related to their success and enjoyment in school.

Michael will arrange to visit students and parents in their home to discuss any relevant issues. Appointments will be arranged at a time which best suits all concerned, including early evening and weekend appointments.

It will also be possible for parents and students to contact Michael by phone or e-mail if they wish to avail of his help or support. Michael's contact details are:

Mr Michael Bennett

Mobile telephone: 07593335706

Work telephone: 028 90770011

E-mail: mbennett067@c2kni.net

St. Patrick's Promotes Excellent Attendance by;

- Discussion in Form Tutor Period
- Excellent attendance is addressed and celebrated in Year group and Whole School Assemblies
- Highlighted at Parents' Meetings
- Attendance Certificates and Awards presented at Prize Night
- 100% Attendance Club
- Displays on notice boards promoting Excellent Attendance
- Class / Year Group / Key Stage Awards
- Good News Cards / Letters of Attendance progress
- Home School Liaison member of staff with specific responsibilities
- Designated member of Administration staff with responsibility for Attendance
- Reward Vouchers
- Reward activities for end of term celebration of Excellent Attendance
- Student Punctuality Cards
- Late Gates
- Attendance Lottery

Review

This policy will be reviewed according to the schedule for policy review.

Appendix 1

Role	Responsibility
Principal	<p>Operational management of the policy.</p> <p>Consider requests for authorised absence. Give approval in advance in appropriate circumstances, taking account of the student's attendance record.</p> <p>Authorise absence after it occurs when a satisfactory explanation is accepted.</p> <p>Ensure that anti-bullying and behaviour policies are followed and ensure action is taken in response to any difficulties reported which impact on attendance.</p> <p>Be present at Attendance Review meetings if required.</p> <p>Complete HT witness statements on pupil absence for court use.</p>
Senior Pastoral Team / Head of Key Stage	<p>Review monthly attendance reports.</p> <p>Liaise with E.W.O. and Home School Liaison teacher to address poor attendance factors which the school may help to resolve.</p> <p>Organise and chair Attendance Review meetings. Students who are persistently absent will attend this with their parent.</p> <p>Work with the parents and E.W.O. to agree and implement strategies to re-engage students with emerging attendance problems.</p> <p>Work with Heads of Year to address poor attendance issues.</p> <p>Address Attendance matters at Key Stage assemblies.</p> <p>Create opportunities to celebrate Excellent Attendance.</p> <p>Oversee Attendance Lottery.</p>
HOY	<p>Address Attendance matters in assembly.</p> <p>Distribute Attendance Awards.</p> <p>Contact parents by letter with concerns over Attendance.</p> <p>May meet parents when poor</p>

	<p>attendance continues. May refer a student to the Attendance Review Panel. Engage with the student and their parents at Attendance Review Meeting. Encourage individual students where attendance could be improved upon. Work with Senior Pastoral Team to identify students' attendance barriers and implement strategies to re-engage these students. Engage with E.W.O. if necessary.</p>
Form Teacher	<p>Prepare and deliver stimulating and enjoyable learning for all students. Registration of all students at the start of morning and afternoon sessions. Display Monthly Attendance Graphs and discuss the attendance progress of the class with the students. Alert the Head of Year of any students whose attendance pattern changes. Report percentage attendance at parent consultations, encourage regular attendance, work to secure this. May meet parents when attendance is an issue. Complete referrals to E.W.O. if attendance falls below 85%.</p>
Home School Liaison Teacher	<p>Meets weekly with Senior Pastoral Team to discuss students who may require his support regarding their attendance issues. Report back to Head of Pastoral Care, Heads of Key Stages, Heads of Year and Form Teachers on his home visits / appointments with parents. Make appointments for home visits to support students with attendance issues. Engage with students and their parents at Attendance Review</p>

	Meetings.
Attendance Secretary	<p>Print monthly registers and produce Attendance graphs which are then forwarded to Form Teachers, Heads of Year and Heads of Key Stage to be displayed.</p> <p>May make calls to parents to follow up on non-attendance where a parent has failed to inform the school.</p> <p>Accurately records Attendance data daily using agreed codes.</p> <p>Ensure reasons for absence are accurately recorded.</p> <p>Prepare standard letters requesting reasons for absence when this is unexplained.</p> <p>May prepare letters to inform parents when a child's attendance is giving cause for concern and is thus being monitored.</p> <p>Provide attendance reports when requested and ensure Attendance returns are accurate.</p>
Parents	<p>Ensure their son attends daily and on time.</p> <p>Keep the school fully informed on all matters that might affect Attendance and their child in school.</p> <p>Telephone school on the 1st day of absence to inform school of the reason.</p> <p>Provide a note confirming the reason for absence on the child's return to school.</p> <p>If Attendance becomes a problem – work with the school to improve matters.</p> <p>Engage with the College Attendance Review panel if required.</p> <p>Give serious consideration to whether it is appropriate or necessary to request term time absence.</p> <p>Make application for any term time leave of absence prior to proposed dates.</p>

E.W.O.	<p>Work closely with the school and families to resolve Attendance issues.</p> <p>Visit school for meetings at agreed times with the Pastoral Leader and other members of the Senior Pastoral Team as necessary.</p> <p>May be present at Attendance Review panel Meeting in the College if required.</p> <p>Identify, with school, cases of unauthorised absence which necessitate action and advise on responses.</p> <p>Provide written reports to school in the form of consultation sheets.</p> <p>Complete regular register checks.</p> <p>On receipt of a written referral, take appropriate action, which may include:</p> <ul style="list-style-type: none"> • advice on strategies to improve Attendance • assessment home visits • action planning • agreed time-limited intervention • attendance at school meetings • written record of work undertaken • verbal feedback where appropriate • written response for referral within 10 days • liaise with other agencies • onward referral to other agencies • liaison with other departments • preparation of cases for prosecution including sending warning letters • preparing Witness Statements for Magistrates Court
Board of Governors	It is the responsibility of the governors to monitor overall

	<p>attendance. The Governing Body also has the responsibility for the Attendance Policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that the school's attendance figures remain high. Attendance Policy will be reviewed by the Governing Body every three years, or earlier if considered necessary.</p>
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