

Killicomaine Junior High School

ATTENDANCE POLICY



**“Working together for excellence
within a caring community”**

ATTENDANCE AND PUNCTUALITY

INTRODUCTION

At Killicomaine Junior High School we aim to encourage all our pupils to achieve the highest possible levels of attendance in order to take full advantage of the learning experiences available to them.

We recognise the very strong link that exists between a pupil's level of attendance and their improved exam performance. Pupils are more likely to achieve their potential if they attend classes regularly and increasing the opportunity for further learning opportunities and better job prospects.

Going to school also helps to develop:

- Friendships
- Social skills
- Team values
- Life skills
- Cultural awareness
- Career pathways

Aims:

- To promote an expectation of 100% attendance at school, with Year Heads and Form Teachers playing an integral role.
- To reward pupils with excellent attendance.
- To continue to maintain and/or improve attendance across the school.
- To ensure a consistent approach to monitor, follow up and report on attendance.

Pupil, parent and school all play key roles in school attendance. At KJHS we

promote the triangle of learning—**the Pupil, the Parent and the School**. Each partner has a vital part to play by being supportive of each other and committed to the success of this partnership.

Improved pupil attendance is achieved when everyone working together to promote the importance of attendance at school. A close working relationship between parents and Killicomaine JHS is vital in both the prevention and tackling of poor attendance.

Parent responsibilities:

It is important that everyone works together to help children obtain the best possible start in life with a good education. At KJHS we actively encourage parents to work in partnership with us, notifying the school of the reason for any child's absences and highlighting any areas of concern they may have so they can be addressed promptly.

- Parents and carers have a legal duty, as outlined in Education Order (N.I) 1986, to ensure that their children receive full-time education. Parents must secure their child's regular attendance at school. Under the legislation a parent can receive a fine of up to £1,000 in court if a child registered at a school does not attend regularly.
- If a pupil appears reluctant to attend school, parents are encouraged to discuss the matter promptly with their son/daughter's Form Teacher so that appropriate measures can be put in place to support both the pupil and parent.
- It is vital that pupils are in school by 8:55am, parents are key to ensuring punctuality.
- KJHS discourages holidays taken during term time and such holidays would be deemed as an unauthorised absence. Guidance from the Department of Education highlights the importance of parents ensuring that their children attend school regularly throughout their school career. Parents at KJHS can demonstrate their commitment to education by not taking holidays during term time.
- As far as possible all medical and dental appointments should be made outside of school time. A pupil who needs to leave the school during the day must have a note from home in advance of departure.

- All absences must be accounted for, in writing, from parent/guardian to the Form Teacher during registration. The onus is on parents/guardians to contact the school and keep the school informed about all absences- using the absence slips provided in pupil planner.

Information sent to parents in Information Booklets in August, and in Pupil Rules Booklet and planner- is as follows

Late to school

All pupils must be at their registration room by 9am. Latecomers must report to the Office to the Duty Prefect /Teacher. Lateness beyond 9:25, report to school office. **Pupils are expected to have a letter or note in planner (using templates) to account for the lateness. Failure to do so will result in the issue of a sanction**

Absences

After an absence from school you must bring, on the day of return, a note signed by your parent/carer, stating the reason for the absence. This should be handed to the Form Teacher. In the event of an absence exceeding 2 days, your parent/carer should inform the school that you will be off school.

It is the responsibility of the pupils to 'catch up' on work missed up to one week and the teacher will assist the pupil to catch up on the work if the absence is more than one week.

Pupil responsibilities:

- Arrive to school on time with homework completed and the correct equipment and books.
- Pupils are expected to attend every day and be in class at 9am. The school day begins officially at 9.00am with Registration. The school building opens to pupils at 8:30am. Pupils are permitted only in bottom corridors until 8:45am when a bell rings. Pupils attending morning clubs are issued with passes to access the school building at 8:15am.

- A pupil who is late to school will report to the school office. Lateness is recorded on a pupil's attendance record.
- Pupils may not leave any class without permission, nor may they leave the school at any time without written permission.
- A pupil who wishes to leave the school during the day must have a note from home in advance of departure. This note must be shown to the Form Teacher at morning registration and signed by the Principal, or member of Senior Leadership Team. A pupil will not be permitted to leave the school grounds unless the note is presented to our office staff. Parents collecting pupils should report to the office.
- Pupil Absence/School & Homework- If a pupil is absent from school for up to 5 school days (1 week), it is the responsibility of the pupil to catch up on all work/homework missed by:
 - Borrowing notebooks etc. from another pupil
 - Asking teacher for hand-outs etc.

School responsibilities.

The Principal at Killicomaine JHS has overall responsibility for school attendance. Teachers 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.

- To improve/maintain the overall attendance of pupils at Killicomaine Junior High School. The Pastoral Team have collaborated on a range of strategies to encourage good attendance and punctuality and prompt follow ups on absences in their Year Groups. (2017-18, 2019-20 changes made)
 - To provide advice, support and guidance to parents/guardians and pupils. (parents receive sheets DENI Miss school – miss out

- If a pupil is absent for more than five days' parents are required to link in with school (form teacher) to provide the pupil with the work/homework's that have been missed. If pupils are on holiday no work will be given and it is their responsibility to catch up on work on their return.
- To promote good relationships with the Education Welfare Service. **Education Welfare Service (EWS)** have a legal duty to make sure that parents meet their responsibility towards their children's education.

Procedures for Managing Non-attendance

- At Killicomaine the Educational Welfare Officer meets with Year Heads termly and identifies with 85% attendance or less.
- If a pupil's absence causes concern, or if their attendance falls below 85%, they could be referred to the EWS, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.
- To develop a framework that defines roles and responsibilities in relation to attendance. Attendance is the responsibility of all our teachers at KJHS. Form Teachers have a key role in closely monitoring and regularly communicating with parents. The Pastoral Team regularly review our procedures for attendance. Sept 2019 updated protocols were initiated regarding absences of 3 days;
 - AM/PM registrations taken by staff.
 - Form Teacher as of March 2020 will receive a notification of any pupil in his/her form class that presents late to school.
 - Form Teacher identifies and addresses any patterns of absence.
 - Parents of pupils who have missed 3 consecutive days of absence receive a letter home, prompted at form teacher level.
 - An absence notification form is now sent to parents when no note is received from a parent. (see appendix)
 - Year Heads analyse monthly attendance.
 - Attendance is promoted and celebrated in Year Assemblies.

Procedures for a missing child during the school day

The following procedures will be taken in the event of a student going missing during the school day:

- The member of staff who has noticed the missing student will inform
- OFFICE immediately.
- Office staff will check that the student is not in medical room y or has any
- authorised absence. If the student is still missing, office will inform YH/VP Principal whoever is accessible to initiate a search.
- Members of staff will conduct a thorough search of the school premises as directed by the lead teacher.
- If the pupil has not been found after 20 minutes, then the parents of the pupil will be notified.
- If the parents have had no contact from the pupil, then the police will be
- contacted.
- If the missing student has an allocated social worker, is a Looked After Child, or has any special educational needs, then the appropriate personnel will be informed.
- When the student has been located, members of staff will care for and talk to the student to ensure they are safe and well.
- The Principal will take the appropriate action to ensure the student
- understands they must not leave the premises, and sanctions will be issued if deemed necessary.

Implementation Date: Year review completed by Pastoral Team for parent information booklets May 2019 and full policy review in Jan/Feb 2020. To be presented to Governors March 2020

Review Date: This policy will be reviewed academic year: 2022/2023

RESOURCES:

- <https://www.education-ni.gov.uk/sites/default/files/publications/education/Miss%20School%20%3D%20Miss%20Out%20A%20Strategy%20for%20Improving%20Pupil%20Attendance%20%282%29.pdf>
- <https://www.education-ni.gov.uk/publications/attendance-annex-sample-pupil-attendance-policy>

ABSENCE NOTIFICATION FORM

Please Note – This form must be completed for each period of pupil absence and returned to the school immediately.

Name of Pupil _____

Class / Teacher Name _____

Date(s) of Absence _____

Reason _____

Policy title:	Attendance policy
Reviewed on :	January 2020
Reviewed by:	Pastoral Team
Next review date:	January 2023
Date ratified by Board of Governors :	