



Attendance & Punctuality Policy

Tandragee Junior High School

Reviewed – 1/10/2020

Rationale: At Tandragee Junior High School we believe there is a high correlation between attendance and academic achievement. Learners are more likely to achieve their potential if they attend classes regularly.

- Aims:**
1. To promote an ethos that values attendance at school.
 2. To promote an expectation of 100% attendance at school.
 3. To reward pupils with excellent attendance.
 4. To establish consistent processes to monitor, follow up and report on attendance.

WHY REGULAR ATTENDANCE IS IMPORTANT:

- It is required by law; The Education Act 1996 requires parents and guardians to ensure their children receive full time education by regular attendance at a school or by other arrangements. Parents have the responsibility for making sure their children attend school and on time.
- Learning – absence affects the pattern of a child’s schooling and regular absence will negatively impact on their learning. Any pupil’s absence disrupts teaching routines and may also affect the learning of others in the same class.
- Safeguarding –your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of Tandragee Junior High School, promoting the welfare of your child will also draw on procedures highlighted in the following related policies:
 - Positive Behaviour Policy
 - Health and Safety Policy
 - Anti-Bullying Policy
 - RSE Policy
 - Child Protection and Safeguarding Policy
- Attendance at school promotes social development
- Employers of school leavers may take into account the young person’s school attendance and punctuality record before making a job offer.

ROLES AND RESPONSIBILITIES

Pupils

- Pupils must attend school every day
- If a pupil needs to leave school early they must present a note from home which must be signed by the Vice-Principal or Principal and his/her Form Teacher after assembly.
- When leaving school, the pupil must sign out at the office and show the signed note to the office staff.
- Pupils are expected to return to school promptly after an appointment and must sign back into school at the office before returning to class.
- It is the pupil's responsibility to catch up on all work missed.

Parent/Guardian

- Parents are obliged to contact the school by phone on the first day of absence.
- A written explanation for absence **must** be provided on the first day of return to school.
- Pupils leaving early must have written permission from parent/guardian. This should be signed by the Vice-Principal or Principal and his/her Form Teacher after assembly and shown at the school office when signing out.

Subject teacher

- Keep a register at the beginning of every lesson and complete SIMS registers Period 1 and 5.
- Raise concerns with a pupil's attendance with the Form Teacher.

Form Teacher

- Mark the attendance register (paper copy) in form class or in assembly.
- Remind the form captain/s to collect the register and return it after form class/assembly.
- Monitor pupil attendance.
- Ensure reasons are supplied for absence and follow up if reason not provided after 2 days.
- On-going concerns about pupil attendance will be reported to the Head of Year.
- Inform Head of Year if a pupil is absent for more than **three days**.

Head of Year

- Organise and facilitate lunch detentions using information in late book/liaison with classroom assistants.
- Interview pupils giving cause for concern regarding attendance/punctuality.
- Monitor persistent latecomers; establish a reason, then either offer support or initiate consequences.
- Monitor the signing in book on a weekly basis in order to highlight persistent latecomers and early leavers from school.
- Promote and reward good attendance in assemblies in conjunction with support from Office.
- Support and remind office to organise attendance draws at Christmas and June.

Key Contact – School Office

- Liaise with the Educational Welfare Officer regarding truancy, condoned absence or recurring short absences.
- Liaise with Form Teachers to clarify reasons for absence.
- Make contact with parents of absent pupils on request from relevant Head of Year.
- Ensure that reasons for individual pupil absences are well documented and recorded.
- Maintain SIMS attendance database and update on a weekly basis.
- Provide reports from SIMS to governors, Principal, other school staff and other agencies.
- Identify pupils with attendance figures below 90% in the year group, monitor and inform parent. Send a letter to parents of pupils with attendance below 90% at October and February half terms.
- Manage signing in system, including the recording and monitoring of lateness following morning registration and reporting to the pastoral team.
- Ensure all registers are taken, the correct codes used and registers closed at the appropriate time.
- Refer persistent latecomers to the relevant Head of Year.

Strategies for promoting good attendance

Tandragee Junior High School is renowned for its very good quality of pastoral, academic and extra-curricular provision. Associated with this are other key strategies which the school applies to help promote good attendance:

- Positive school ethos and culture;
- Implementation of this attendance and punctuality policy and target setting;
- Designated staff with roles and responsibilities;
- Additional support for poor attendees;

- Strong relationship with staff and parents/guardians;
- Links with the wider community;
- Collaboration with the EWO.

Strategies used to tackle absenteeism:

- Positive relationships between staff and pupils;
- Positive relationship with home;
- Extra-Curricular activities;
- Supportive atmosphere;
- Strong links with external agencies;
- Referral to Education Welfare personnel.

Key Contacts

Your son/daughter's Form Teacher

Your son/daughter's relevant Head of Year

Miss R Mattison – Senior Teacher

Mrs D L Inns - VP

Mr C W Brown –Principal

Mrs G Meredith – Key contact (school office)