



# Attendance Policy

## Introduction

Regular school attendance and high standards of punctuality are crucial in raising standards in education and ensuring that each child can have full access to the school curriculum and reaches their full potential. Enniskillen Royal Grammar School will promote an ethos which encourages good attendance and this policy should be considered in conjunction with other relevant school policies, including those on Positive Behaviour, Anti-Bullying, Pastoral Care and Learning Support.

## Guiding Principles

- Good attendance and punctuality are crucial to the effective delivery of the curriculum, the academic and social development of pupils and their successful transition to higher education and the world of work. (Increasingly, universities and employers seek information about pupil attendance.)
- Absence from class without a valid reason counts as unsatisfactory absence. Please note that private study and link courses are regarded as classes for this purpose.
- Relevant information about attendance and punctuality is communicated to parents through school reports and grade cards.
- Pupils should only be absent from school if the reason is unavoidable and all absences must be accompanied by a note of explanation from the parent/guardian of the pupil.
- Effective communication between home and school is important, especially in dealing with any difficulties which may arise over attendance.
- Regular liaison is maintained with the Education Welfare Service of the Education Authority and referrals will be made to this service when it is deemed necessary.

## Aims of this Policy

- To maintain/improve the overall attendance of pupils at Enniskillen Royal Grammar School.
- To develop a framework that defines roles and responsibilities in relation to attendance.
- To provide advice, support and guidance to parents/guardians and students.
- To develop and maintain good relationships with external agencies, notably the Education Welfare Service.

## Attendance Procedures

To enable the school to record and monitor attendance in a consistent way, the school adheres to the guidance provided by the Department of Education Circular 2015/02. Enniskillen Royal Grammar School is committed to working with pupils and parents/guardians to highlight the crucial importance of strong attendance and punctuality in a pupil's educational experience. Please see Appendix Four, "Every Day Counts", which is also highlighted in the student planner. Pupils and parents/guardians are requested to adhere to the school's attendance procedures to support the school in pursuit of this common aim. In the event of an unavoidable prolonged absence due to illness/injury regular communication between home and school is necessary to ensure a smooth re-integration into school.

It is the responsibility of every teacher in Enniskillen Royal Grammar School to register student attendance in each class using Lesson Monitor in Sims. Pupil safety is paramount at all times and, if staff have any doubts about a pupil absence, it must be reported in a timely fashion so that it can be followed up.

AM registration is taken by the Form Tutors using Sims. AM registration is from 8.50 to 9am and staff should be in the registration room from 8.50am. If a pupil arrives after 9 am, when lessons begin, they must sign in at the office and will be recorded as L (Late register still open). In the event of a pupil arriving after 9.30 am they must sign in at the office and will be recorded as U (Late

after register has closed). A letter from parents/guardians is required to explain this absence. Lateness is recorded on the pupil's attendance record and is monitored regularly by Form Tutors, Year Heads and Heads of Key Stage: pupils with poor punctuality will be subject to sanctions in line with school policy.

Parents/Guardians are requested to inform the school of a pupil's absence by 11am on the first day of absence. This must be followed up in writing using the pro-forma available in the student planner (see Appendix Three): the reason for absence must be recorded on the pro-forma and signed by a parent/guardian. Students must present their signed reasons for absence to the School Office on the morning of the day of their return to school.

If any pupil is absent without explanation, the school will contact parents/guardians that day and seek an explanation for the absence: a record of that phone contact will be made. If the school does not receive written confirmation of a pupil's absence within five days of a pupil's return to school, a letter will be sent to the parents/guardians, containing a pro-forma to be completed and returned to school as soon as possible. (see Appendix One) . Pupils who have been absent without a written explanation will be temporarily coded N (Unauthorised absence). Where no explanation is forthcoming after 5 days the absence will be coded as D (Unauthorised absence).

Appointments should be arranged outside school hours whenever possible. If it is unavoidable and an appointment takes place during the school day, the following procedures will apply. A student requesting permission to attend an appointment must present a note written and signed by a parent/guardian and giving the reason for the request to the School Office no later than the morning of the day of the appointment. The pupil must sign out of school at the office before leaving for the appointment and sign in upon return to school, when applicable.

Pupil attendance records are monitored regularly by Form Tutors, Year Heads and Heads of Key Stage, in conjunction with Mr S Gaston who has oversight of pupil attendance and who liaises regularly with the Principal on this important issue.

# Attendance Policy



Pupil attendance is also a regular item on the agenda of the Board of Governors. In the event of unsatisfactory attendance contact will be made with parents and a meeting may be requested to seek an improvement. (see Appendix Two) In the event of attendance falling below 85% a referral to the Education Welfare Service will be considered and parents will be informed. The purpose of this service is to support staff and parents/guardians in developing and implementing strategies to ensure high standards in attendance. The Education Authority, through the Education Welfare Service, has a legal responsibility to ensure that parents/guardians meet their statutory obligation towards their children's education. In every situation the school will seek to ensure, in co-operation with parents/guardians and any other relevant agencies, that the best interests of the pupil are met.

## Holidays during Term-time

Enniskillen Royal Grammar School discourages holidays during term-time because of the impact they can have on a pupil's academic progress. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised. Accordingly it is essential that prior consultation with the school takes place before any term-time holidays are considered. If there is no such consultation the absence of the pupil will be considered as unauthorised. Teachers will not provide work for pupils who are on holiday during term-time.

## Every school day counts!

Every single day you are absent from school equates to a day of lost learning. Attendance percentages can be misleading.

For some people, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that you will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks!

### 100% Attendance

0 Days Missed

Excellent

### 95% Attendance

9 Days of Absence

1 week and 4 Days of Learning Missed

Satisfactory

### 90% Attendance

19 Days of Absence

3 weeks and 4 Days of Learning Missed

Poor

### 85% Attendance

28 Days of Absence

5 weeks and 4 Days of Learning Missed

Very Poor

### 80% Attendance

38 Days of Absence

7 weeks and 4 Days of Learning Missed

Unacceptable

### 75% Attendance

46 Days of Absence

9 weeks and 4 Days of Learning Missed

Unacceptable

**Get the best start in life; remember,  
Every School Day Counts!**



# Attendance Policy

This form must be completed for each period of pupil absence and returned to school immediately

Name of Pupil: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_

*Please tear off and return to school*

This form must be completed for each period of pupil absence and returned to school immediately

Name of Pupil: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_

*Please tear off and return to school*

This form must be completed for each period of pupil absence and returned to school immediately

Name of Pupil: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_

*Please tear off and return to school*