

Attendance (2nd September 2025)



“Promotion of good attendance is everyone’s business”

Senior Teacher Responsible for Attendance:

1. Ensure monthly monitoring is completed by Heads of Year
2. Meet monthly with Heads of Year to discuss the attendance in their year group and the follow up actions required
3. Report on Attendance to SLT, including identified cohort of at risk/vulnerable pupils.
4. Monitoring, evaluate and review Attendance Action Plan within the SDP

Deputy Senior Teachers:

1. Monitor attendance and punctuality, identifying areas for improvement
2. Use attendance data to monitor progress, identify trends and ensure appropriate follow up actions are identified by the Head of Year.
3. Work with designated admin staff to ensure that attendance registers are complete.

Special Educational Needs Co-ordinator will:

1. Work alongside the Senior Leadership Team, Heads of Year, Learning Support Assistants, Tutors, Teachers and parents to provide advice and strategies to address SEND that impact positively on attendance.
2. Liaise with relevant outside agencies and make referrals to appropriate outside agencies, when necessary e.g. Education Psychology Service.

Learning Support Assistants will:

1. Monitor the attendance of their pupil(s) on a daily basis.
2. Flag absence with Tutor, Head of Year and SENCO.
3. Inform Tutor, Head of Year and SENCO of any barriers to attendance or other relevant information

Sixth Form Study Supervisor will:

1. Register pupils promptly and accurately using SIMS lesson monitor for every study period.
2. Monitor the patterns of attendance and punctuality to Study of pupils on a daily basis.
3. Flag trends, patterns or any other concerns with the Head of Year and tutor.

Heads of Year will:

1. Monitor attendance and punctuality within their year group by running reports on
 - ✓ Monthly Attendance % including Tier of Absence
 - ✓ Lates
 - ✓ Unauthorised (unexplained) absences
 - ✓ Continuous absences of 3 or more days
2. Use the attendance data to monitor progress, identify trends and identify follow up actions for Tutors within a monthly report.
3. Set targets for improvement for pupils requiring intervention in their year group.
4. Maintain a brief record of follow up actions such as contact with parents through phone calls, Schoolcomms and meetings made by HoY and tutors.
5. Maintain Attendance as a standing item on Team Meeting agendas
6. Use a variety of strategies to overcome poor attendance, lack of engagement and underachievement for pupils in their year as well as to promote, recognise and celebrate good attendance or improvement in attendance.
7. Work with Senior Teacher responsible for Attendance and Principal to make referrals to and work with outside agencies such as Education Welfare Service.

8. Support the integration of new pupils into their year groups eg by assigning a buddy.
9. Support the phased return or reintegration of pupils after extended periods of absence eg with a daily check-in.

Form Tutors will:

1. Monitor pupil attendance on a daily basis
2. Where a pupil is absent for a third consecutive day and no code has been provided, tutors will liaise with HoY and admin first to see if there has been any prior contact before contacting parents to ascertain the reason. Contact with parents can be either with a phone call or through Schoolcomms (3rd day contact pro forma)
3. Welcome and acknowledge return of any pupils who have been absent.
4. Keep a brief running record of action in respect of follow up to pupil absence to include a record of contact made with parents.
5. As directed by Head of Year follow up with pupils and parents in relation to reasons for absence, with agreed interventions and putting supports in place when necessary.
6. Monitor the progress and identify attendance trends in their Tutor group.
7. Inform the Head of Year of attendance and/or punctuality concerns in their Tutor group.

Curriculum Leaders will:

1. Maintain Attendance as a standing item on Team Meeting agendas.
2. For subject specific attendance issues, in liaison with Class Teacher, identify appropriate follow up and support and inform Tutor, Head of Year and Parents.

Staff will:

1. Establish a culture of daily noticing, being missed and positive welcome back.
2. Make lessons feel 'valuable' where pupils don't want to miss them/perceive that they can simply do the work on their own at home.
3. All staff consistently reinforce the expectation of the presence and use of the Pupil Planner.
4. At 9am bell, take AM Register and save. Once saved, any late pupils sign in at Reception.
5. Register pupils promptly and accurately using SIMS Lesson Monitor for every lesson. Pupils should only be registered as either present (/) or absent (N). When completing the register, as good practice, all pupils should be called by name.
6. Monitor the attendance of those in their subject class.
7. Raise concerns with Tutor and Head of Year about repeated absences from their lesson(s) and if they have no information, in liaison with CL, follow up with parents as necessary.
8. If attendance issue is subject specific, in liaison with the CL, agree follow up action.
9. Request permission from EA/PJB and consult with SJG and the School Calendar at the earliest opportunity, but no later than one week before, when planning to take pupils out of school. Staff must inform the administrative staff of the proposed trip/off-site activity at the earliest opportunity but no later than one week in advance of the trip. When the lists have been finalised, all identified staff (refer to *Educational Visits' Policy and Application Pack* in Google Classroom under *School Trips and Off-Site Activities*) should be informed at least 48 hours in advance of the trip. The names of pupils going out on the trip/off-site activity should be listed in alphabetical order with the Year Group clearly stated.

Administrative staff will:

1. For each day of absence, contact parents using Schoolcomms after 9.30am for pupils absent for AM session without any reason provided (Absence after AM Register pro forma)
2. Complete daily checks to ensure AM and PM registers are complete and follow up with staff where there are Missing Marks.
3. Seek support from Deputy Senior Teachers where Missing Marks remain after AM or PM registers.

4. Liaise with Senior Leadership Team regarding completion of attendance for pupils with bespoke timetables, pupils offsite accessing subjects within Fermanagh Learning Community or other issues causing delayed registers and Missing Marks such as Games, Enrichment and Engineering.

Parents will:

1. Inform school via Schoolcomms or by phonecall at least one day in advance of planned, known absence eg medical appointment.
2. Inform school via Schoolcomms or by phonecall before 9.30am on the first day of illness or unplanned absence and indicate if this is likely to be for more than one day.
3. If the absence is prolonged, parents should keep school updated.
4. Contact school with any concerns about their child's attendance or reluctance to attend school.

Pupils will:

1. Attend school punctually.
2. Follow procedures regarding tracking absence, asking parents to provide absence notes on Schoolcomms, signing in at Reception if late, signing out of school if leaving and signing in again on return to school.
3. Ensure they are proactive in catching up on missed work and home learning
4. Have their planner on the desk in every lesson and use it to record home learning and track attendance.