



ATTENDANCE POLICY

Reviewed April 2013

RATIONALE

The attendance policy follows the principles and practices as laid out in Croner's Heads Legal Guide. The school has adopted the policy recommended by the L.A.

PRINCIPLES

- Parents of registered students have a legal duty to make sure that children of compulsory school age attend school on a regular and full time basis.
- Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.
- Every half-day absence from school has to be classified by the school (not the parents) as either authorised or unauthorised. It is a legal requirement that the student register is taken for morning and afternoon sessions.
- Authorised absences are mornings or afternoons away from school for a good reason (i.e. illness or other unavoidable cause).
- Unauthorised absences are those when the school does not consider reasonable and for when no 'leave' has been given.

PROCEDURES

"Keep Kids Safe" This is the automated system that is used to text parents or carers if the student is marked absent from school. The text is sent as soon as possible after morning registration and requires a text / phone call / email reply to confirm that the student is legitimately absent from school. Parents or carers can contact school prior to receiving a text if they know that the student will be absent.

Illness and other legitimate reasons If a child is unfit for school, parents should contact the school on the first day of absence, stating the reason for and the anticipated length of absence. When a child returns, he or she must bring a written note, signed by a parent or carer for each period of absence. In exceptional circumstances, a doctors note may be requested.

It is not usually appropriate for the school to authorise absences for shopping, looking after children, day trips etc.

Holidays All holiday leave in term time is unauthorised.

Lateness Children must attend on time to be given a mark for the session unless the lateness is unavoidable.

Monitoring By Form Teachers, Head of Year, Director of Pastoral Care and the Education Welfare Service.

Review Annually by Pastoral Team.