

# ATTENDANCE POLICY

R Spence

To be reviewed December 2022



**Ardmore House**

*Help, Care, Support*



# **ATTENDANCE POLICY**

## **Introduction**

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential.

Ardmore House will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Ardmore House Attendance Policy is drawn up in the context of our underpinning values of 'Help, Care, Support'. We in Ardmore House have a responsibility for the care, welfare and safety of all our pupils and we will do this by creating a caring, supportive and safe environment which values the individuals and seeks to meet their needs.

## **Aims**

1. To improve/maintain the overall attendance of pupils at Ardmore House School.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with Education Welfare Service.

## **Role of the School**

The Principal at Ardmore House has overall responsibility for school attendance; staff should bring any concerns regarding school attendance to his attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at meetings on a regular basis.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at morning registration.

To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2019/14.

Ardmore House is committed to working with parents to encourage regular and punctual attendance.

## **Role of Parent/Guardian**

Parents/guardians have a legal duty to ensure their child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

If a child is registered in school, their parent/guardian has a legal duty to ensure that they regularly attend school.

It is a parent/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school by 9.30am for registration and the beginning of classes. It is the responsibility of parents to ensure that their child is punctual.

If your child appears reluctant to attend school, please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

## **Role of Pupils**

Each pupil at Ardmore House School has a duty to ensure that they attend school punctually and regularly. If you have been absent from school a written note from a parent/guardian must be provided to your teacher when you return.

## **Absence Procedures**

Parents/guardians are asked to make contact by phone as early as possible to notify the school of absence. If a call has not been received and a pupil is absent, the form staff will endeavour to make contact with the parents/guardians, by phone, before 10.00am. A written note, to confirm the reason for absence, should be sent in when the pupil returns. Pupils absent due to medical/dental appointments should give prior notice to the school where possible. Pupils absence, reasons provided and contact with home will be monitored on a weekly basis by the Vice Principal. Overall school attendance levels are monitored in regular meetings between the SENCO and the EWS.

## **Family holidays during Term Time**

Ardmore House discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

## **Procedures for Managing Non-attendance**

Pupils absence, reasons provided and contact with home will be monitored on a weekly basis by the Vice Principal. Where we have not been able to establish contact on 3 consecutive days, a letter will be sent home requesting contact be made with the school and a reason for non-attendance provided. Contacting a taxi driver/company does not constitute contact with the school. Where contact has been achieved but no acceptable reason (e.g. birthday, haircut, would not get up etc.) for non-attendance is provided, the following actions will be taken. If there are three periods of unacceptable absence or four days in a three-week period, and the pupil is statemented to Ardmore, a meeting with parents/guardians will be scheduled to discuss absence and a plan to improve attendance put in place and closely monitored. If a young person is attending Ardmore provision on a contract from their mainstream school, a monthly attendance update will be provided to the school. Should a young person have two periods of non-attendance where an unacceptable reason is provided a letter will be sent to the parents highlighting the issue and a copy sent to the school. If there are three periods of unacceptable absence or four days in a three-week period a meeting will be called at the mainstream school to discuss the absences and to put a contract in place to improve attendance. Should no improvement be evident, a review will take place to establish if the placement is sustainable. At this point a placement can be withdrawn due to no attendance.

## **Education Welfare Service**

Education and Library Boards through the Education Welfare Service have a legal responsibility to make sure that parents meet their responsibility towards their children's education

If a pupil's absence causes concern, and/or if their attendance falls below 85%, they will be referred to Education Welfare Service (EWS). If appropriate, EWS, will support staff and parents in developing and implementing strategies to address or improve school attendance.

Signature – Principal \_\_\_\_\_

Signature – Chair, Board of Governors

Date



DRAFT





# Ardmore House

*Help, Care, Support*

Date:

Dear.....

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..... has been absent/has not engaged with the online learning programme for three consecutive days and we have been unable to make contact to establish a reason for this period of absence.

Please contact the school as a matter of urgency on 028 4461 4881 between the hours of 10am to 12.30pm.

Kind Regards





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On the following dates.....was noted as being absent from school with an unacceptable reason provided. (Please refer to attendance policy for examples of unacceptable reasons.)

1. Reason provided:
2. Reason provided:

Should a third period of unacceptable absence occur we will arrange a meeting at your mainstream school. A contract for improving attendance will be agreed. This will be closely monitored and if improvement is not evident, a meeting to review the sustainability of the placement will be arranged and may ultimately result in the placement being withdrawn. A copy of this letter has been sent to the mainstream school.

Kind Regards