



Rationale:

The Board of Governors, Principal and Staff of Dominican College, Fortwilliam are committed to providing an effective education for all our pupils. Regular school attendance is crucial in raising standards and ensuring that every pupil has access to the school curriculum and can reach their potential. Dominican College will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Aims:

The overall aim is to maximise the attendance rate of pupils so they are in school, being supported to reach their potential. We aim to:

1. Promote the highest standards of pupil attendance at Dominican College.
2. Develop a framework that defines roles and responsibilities in relation to attendance.
3. Provide advice, support and guidance to parent/guardians and pupils regarding attendance and punctuality.
4. Develop positive relationships with the Education Welfare Officer.

Roles and Responsibilities

The school sets attendance targets within the School Development Plan and the Board of Governors provides support by reviewing school attendance figures and targets and ensuring that Attendance is an agenda item for each meeting.

Role of Pupils

Pupils should understand that attainment is directly linked to attendance. ("Attend-Attain-Achieve")

- Attend school regularly.
- Arrive on time and prepared for all classes.
- If arriving after class registration has ended, sign Late Book with Year Head.
- Present a written explanation from parent/guardians, to the class tutor, immediately following any period of absence.
- If leaving school during the school day for any reason, bring written permission from parent/guardian to Head of Year for a signature and sign out at reception before leaving the building.
- In an emergency, speak to Head of Year or Senior Teacher to obtain permission for parent/guardians to be contacted to collect pupil from school. (Pupils should never contact their parent/guardians directly during the school day.)

Role of class teacher

- Monitor attendance and punctuality of pupils in subject classes.
- Record attendance accurately during each lesson on SIMS Lesson Monitor.
- Use absence codes as outlined in the document 'Guidelines on the Use of Absence Codes'
- Report immediate concerns about a pupil's absence from class promptly to the Head of Year
- Report concerns about poor attendance impacting on performance to the Class Tutor or Head of Year.

Role of class tutor

- Take every opportunity to promote good attendance, emphasising the positive benefits for attainment ("Attend-Attain-Achieve")
- Record **am** and **pm** attendance accurately by the end of Period 1 each day on SIMS Lesson Monitor.
- Use absence codes as outlined in the document 'Guidelines on the Use of Absence Codes'
- Perform weekly checks on the register, ensuring there are no missing marks for **am** and **pm**.

- Ensure parent/guardian note is received within 5 days of the pupil's return to school following absence (If note is not supplied, give pupil a 'Record of Attendance: Parent/guardian reply slip' to have their parent/guardian explain the absence).
- If note is still not supplied by the end of the calendar month, change the 'N' code to a 'D' and inform the Head of Year.
- Pass absence notes to Head of Year.
- Alert Year Head promptly to any concerns regarding pupil absence.
- Monitor attendance and punctuality of pupils in tutor class, discussing poor attendance/punctuality with pupils, setting targets where necessary.
- Inform the Year Head if a pupil is absent without explanation for 3 consecutive days.

Role of Head of Year

- Monitor attendance daily, ensuring **am** and **pm** registers are completed.
- Distribute missing marks report to tutors on a weekly basis, checking that they have been updated by the tutors.
- Oversee the year group Late Book and amend attendance record on SIMS as outlined in the document 'Guidelines on the Use of Absence Codes'
- Follow up on unexplained absences and medical appointments, ensuring appropriate codes are added.
- Produce a monthly report (last day of calendar month) of pupils whose attendance is below 90% using the template provided, forwarding this to the Pastoral Vice-Principal and Attendance Officer.
- Engage with pupils at an early stage (ideally after 3 days absence where appropriate), offering support if there are pastoral reasons for poor attendance and /or punctuality.
- Engage with parents at an early stage, by telephone, when attendance is a concern (ideally after 3 days absence where appropriate).
- Issue attendance letters A01, A01R, A02 and A03 using discretion and considering reasons for absence (In general the first letter will be sent by Halloween and subsequent letters on a rolling basis as appropriate. If attendance is an on-going problem, carrying on from the previous year, there is no need to start with letter A01 again).
- Meet with parent/guardians along with Senior Link teacher if there is no improvement in attendance or if there is a significant deterioration.
- Liaise with class teachers, tutors, parent/guardians if a pupil is off ill and work needs to be provided
- Ensure that attendance and punctuality are addressed during parent/guardian information sessions at the start of each year, emphasising the link with attainment.
- Implement agreed procedures for celebrating good attendance (Certificates, Prizes etc.)
- Ensure attendance management is addressed at each Tutor Meeting.

Role of Attendance Officer

- Ensure all attendance registers are completed and no missing marks or unexplained absences remain.
- Oversee the production and distribution of Missing Marks reports to relevant staff. (Weekly reports to Heads of Year for **am** and **pm** registers; termly reports to subject teachers).
- Ensure absence due to examinations, school trips, medical appointments etc. is completed by the relevant member of staff prior to the event.
- Check accuracy and correct coding on registers on a regular basis and before attendance/census submissions to DENI.
- Meet regularly with Pastoral Vice-Principal to monitor Head of Year monthly attendance reports and liaise with VP and Educational Welfare Officer to determine appropriate levels of intervention.
- Keep up-to-date with technology and management systems associated with attendance (e.g. SIMS training).

- Liaise with the Vice-Principals on the regular review of the school Attendance Policy and Procedures.
- Work with the Vice-Principals in delivering staff training on attendance and registration issues. Run workshops, group sessions and individual sessions for staff on attendance and registration issues when required. This is particularly pertinent to new staff and substitute teachers.
- Promote the celebration of good attendance for all year groups and support the strategies in place to reward individual pupils

Role of Vice-Principals

- Oversee policy and procedures for managing attendance across the entire school.
- Liaise with Attendance Officer and Year Heads to monitor pupils with attendance below 90% .
- Liaise with EWO by agreeing the Service Level Agreement, providing information on attendance statistics, making pupil referrals where appropriate.
- Meet with parent/guardians when attendance is below 85% or if there are pastoral or Child Protection concerns.
- Liaise with parent/guardians when a request for a term-time holiday has been submitted to the Principal.
- Ensure attendance management is addressed at each Head of Year Meeting.

Role of Parent/guardians

If a child is registered in a school, their parent/guardian has a legal duty to ensure that they regularly attend that school. Positive support and engagement from parents/guardians will enable pupils to maximise attendance and realise their full educational potential. Parent/guardians should:

- Make every effort to ensure excellent punctuality and attendance.
- Contact the school on the first day of absence to provide relevant information. If the absence is likely to be prolonged, this information should be communicated to enable the school to assist with homework or any other arrangements which may be required.
- Provide a written explanation immediately following any period of absence.
- Avoid making medical appointments during the school day.
- Avoid arranging family holidays during term time.

Family Holidays during term time

Dominican College discourages holidays during term time due to the impact on learning. Family holidays taken during term time will be recorded as an unauthorised absence. Only in very exceptional circumstances will a holiday be authorised. All requests for such absences should be forwarded to the Principal.

Procedures for managing absences

(See roles above)

- Monthly monitoring of attendance by staff
- Parent/guardian contact by letter and then interview
- Target setting with pupils and parent/guardians
- Pastoral support
- EWO referral as required

Role of the Education Welfare Service

Education and Library Boards through the Education Welfare Service have a legal responsibility to make sure that parent/guardians meet their responsibility towards their child's education. Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85% the Education Welfare Service (EWS) will support staff and pupils in developing and implementing strategies to address or improve school attendance.

Revised: February 2017

Chair Of Governors: Mrs S Crea