

# St Aidan's CC Attendance Policy

While St Aidan's ensures that school attendance is monitored for all students, it stresses and rewards students who achieve high levels of attendance as well as monitoring those who struggle to attend school and encourage them to improve their attendance. The school recognises the central role of parents in supporting and encouraging good attendance among the student body.

## **Procedures:**

1. St Aidan's undertakes to inform parents of their duty to ensure that their child attends school on a regular basis.
2. There is an obligation on each parent/guardian to ensure that their child's absence is explained (section 18 Education Welfare Act). There is an expectation by the school that this explanation is written in their student journal upon their return to school.
3. On their return to school the absence note must be brought to the office.
4. Parents can log onto St Aidan's VS ware and view up to date attendance records.
5. Students with poor attendance will be brought to the attention of the Education Welfare Officer - National Education Welfare Board (Section 21 Education Welfare Act).
6. After every AM and PM roll call a text message is sent to parents/guardian of students who are absent without explanation.
7. On occasion during the year parents/guardians may be contacted by text or phone by the year tutor to advise when a student has numerous unexplained absences.
8. Students with a record of poor attendance are highlighted at the bi monthly meeting of the pastoral care team and may be targeted via School Completion, HSLO or BFL teacher to encourage improved attendance.
9. Students with consistently poor unexplained attendance may be restricted from activities at the discretion of school management.

## **Attendance:**

1. Students must be present in their areas for assembly with books etc. at 08:55 (morning) and 13:45 (afternoon)
2. A record of attendance is carried out each morning and afternoon on VS Ware and by subject teachers for each class.
3. Dental and medical appointments should be made outside school time when possible.
4. The school cannot approve of students being withdrawn from school for holidays or non-medical reasons during the school year.
5. The safety and welfare of our students is a primary concern. St Aidan's Community College considers unauthorised absence from school as a major breach of school discipline. Parents/Guardians will be notified and sanctions will be applied.

## **Punctuality**

1. A record is kept of students who are late for school. These students will be recorded in the school late book.
2. A 40 min detention on Thursday will be given to students who are late twice in a week.

## **Dealing with other bodies**

1. The school will maintain a record of attendance and submit these when requested to the National Education Welfare Board.
2. Regular attendance reports will be forwarded to the National Education Welfare Board as required by that organisation.
3. Referrals will be made to the Education Welfare Officer about students for whom the school has concerns in relation to attendance.
4. School management may make referrals of students encountering difficulty with attendance to the School Completion Programme.

## **Forms of Affirmation**

- Tangible rewards e.g. vouchers will be given to students who achieve full attendance by both Christmas and the end of the school year.
- The names of those with full attendance for the year will be forwarded to the National Education Welfare Board to be issued with certificates of full attendance by that organisation, through the offices of the Lord Mayor.

**Note:** this list may change from time to time depending on need.

**This policy on attendance will be reviewed on a regular basis to ensure that it continues to be relevant and appropriate.**

**Ratified by Board of Management on** 27/03/2019

**Signed:** *F. Savage*

**Chairperson BOM**