



CAMPBELL  
COLLEGE

EST 1894

# STUDENT ATTENDANCE POLICY

Revised: June 2017  
Next Revision: June 2019

## 1. INTRODUCTION

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

Campbell College will strive to promote an ethos and culture which encourages good attendance and where each student will recognise the importance of attendance and punctuality as necessary attributes for later life. This policy is reviewed every 2 years by the Board of Governors; however, the College may review the policy earlier if this is required. The latest version is available by contacting the College.

**APPENDIX 1** helps clarify the level of concern regarding attendance.

## 2. AIMS

- To maintain the overall attendance of students at Campbell College (Target is >95%)
- To develop a framework that defines roles and responsibilities in relation to attendance
- To provide advice, support and guidance to parents/guardians and students
- To promote good relationships with the Educational Welfare Service (EWS)

## 3. ROLE OF THE PARENT/GUARDIAN

Parents have a legal duty to ensure:

***“Every child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs he may have, either by regular school attendance or otherwise”***

*Education and Libraries (NI) Order 1986*

It is a parent/guardian's responsibility to inform the school of the reason for a student's absence on the first day of absence. This should be confirmed with a written note when the student 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.

Students are expected to be in school **before 8:40am** for registration and the beginning of classes.

**It is the responsibility of parents to ensure that your son is punctual.**

Lateness is recorded at registration and is recorded on a student's attendance record.

If a student appears reluctant to attend school the issue should be discussed matter promptly with his tutor or Head of Year.

#### **4. ROLE OF THE STUDENT**

Each **student** at Campbell College has a duty to ensure that they attend school punctually and regularly.

#### **THE SCHOOL DAY STARTS AT 8:40am**

#### **5. ROLES WITHIN THE COLLEGE**

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

**The Vice-Principal** (Pastoral) has overall responsibility for school attendance, and will monitor a student when his attendance falls **below 85%**. The Vice-Principal is responsible for EWS referrals. The VP will also be responsible for rewarding those students with excellent attendance.

**Heads of Year** will oversee punctuality and attendance within their year group, and will monitor attendance **below 90%**.

**The Attendance Manager/Coordinator** will follow up on unexplained absences and will record the reasons for post-registration absence/lateness. They will monitor the accuracy of attendance figures on SIMS Attendance.

**Tutors** will monitor the attendance and punctuality of students to morning registration and will monitor students with attendance **below 95%**.

**Teaching staff** regularly monitor the attendance of boys at class through SIMS Lesson Monitor and will report concerns, initially, to the Tutor.

#### **6. EDUCATIONAL WELFARE SERVICE (EWS)**

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

Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a student's attendance falls below 85%, EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

#### **7. REWARDING GOOD ATTENDANCE**

We believe that good attendance should be recognised, and at the end of each academic term, the College will acknowledge students with excellent attendance.

#### **8. SANCTIONING POOR ATTENDANCE/PUNCTUALITY**

The College reserves the right to use any of the disciplinary sanctions when responding to poor attendance and/or poor punctuality. A student with poor attendance/punctuality cannot hold positions of responsibility within the College (such as prefectship) and may lose privileges (for example representing the College, attending School visits and trips, bringing their car to school). The College reserves the right to withdraw a student with poor attendance or punctuality from College Trips or other activities. Attendance and punctuality concerns may also be mentioned on references from the College, including UCAS (university) references.

#### **9. STUDY LEAVE**

The Department of Education state that there is no requirement for schools to grant study leave to pupils; however, we chose to do so for year 12, 13 and 14 in the lead up to public examinations. When academic or attendance concerns exist, the College may withdraw the offer of study leave.

## 10. ABSENCE PROCEDURES

### Procedures for Students

- Report for registration by **8:40am**
- If a student arrives late into school between 8:40am and 9:00am, they should see their tutor directly to be registered late.
- For late arrival after 9:00am, they must sign the late book at Front of House.
- **When it is necessary to leave school, students must sign out at Front of House**

### Procedures for Parents/Guardians:

#### Absence from School

- **If their son is ill or unable to come to school, parents must telephone the school before 10:00am.** Calls are only necessary on the first day of absence.  
**Calls should be made to the school's dedicated absence line: 028 90764101**
- If their son is absent for more than one day, then he should bring a note to his tutor on the morning of his return. For absences of only one day, no note is required (provided the parent has called the absence line)
- **Attendance and lateness are monitored closely and we ask for parents support to ensure that your son is on time to school and his attendance is as regular as possible.**

#### Appointments during the school day

- Where possible, appointments should be made **outside** of school hours
- If a student has to leave school for an appointment, the parent should contact the absence line as above or provide their son with a note explaining their leave of absence. Either way, the message/note must include the time of leaving and the time of return. This appointment note must be signed by the student's tutor and then presented at Front of House when he is leaving.
- If there has to be an appointment in the morning whereby a student will arrive to school after registration, he must sign in at Front of House when he arrives **and provide a letter explaining the reason for the lateness.**
- **In the interests of safety, we cannot authorise a student to leave the school grounds unless the parent/guardian has been in contact or the correct documentation is provided.**

#### Holidays during term time (including attendance at events not connected the College)

Our rationale for not wanting students to be taken out of school for holidays is that, holidays in term-time break the continuity of learning and gaps in learning often take a long time to be resolved. We request that holidays are booked outside the school calendar. If there are exceptional circumstances, then a request should be made in writing and sent to the Head of Year, who in turn will discuss with a Vice Principal.

All holidays during term-time are recorded as '*unauthorised absence*'.

**Parents** will be responsible for ensuring their son catches up on work missed.

## Procedures of the College

### Absence from School

- Any absence not reported by 10:00am will trigger a telephone call from the school office. This system is therefore reliant on boys signing in late or parents/guardians calling in at the appropriate time if it is to work efficiently and effectively.

### Monitoring Attendance

- **Attendance statistics will be printed on the academic reports parents receive**
- The Department of Education considers attendance below 90% as poor (see appendix 1)
- When issues over attendance become evident the tutor or Head of Year will contact home.
- Attendance letters (for those with very poor attendance below 85%) are sent every half-term.
- Depending on the level of absence, an appointment may be requested to meet with a parent/guardian in person.
- **When attendance drops below 85%, the school is obliged to discuss attendance with the Education Welfare Service, and may need to make a formal referral.**

### Monitoring Punctuality

- Statistics on lateness are held by the school.
- **When a pattern of lateness presents, the tutor will be in contact with home and may request a meeting with the parents to discuss.**
- **When lateness in the mornings does not improve following a conversation with home, the school will progress as a disciplinary issue.**

### Monitoring Class Attendance

- The College records and monitors class attendance through SIMS Lesson Monitor.

### Long-Term Absence

- **When a student have an illness/injury that means they will be away from school for over five days, the College will do what it can to send material home, so that they can keep up with their school work.**
- **For continued long term absence, the College will contact Educational Welfare Services to discuss the possibility of tuition outside of school.**

**To enable the College to record and monitor attendance in a consistent way, we will adhere to the guidance provided in the Department of Education Circular 2015/02.**

## APPENDIX 1

### DENI GUIDANCE ON ABSENCE FIGURES

The Department of Education alongside the EWS has provided guidance to parents and schools regarding attendance statistics in a leaflet entitled:

#### **‘School Attendance Matters – A Parent’s Guide’**

[http://www.deni.gov.uk/a\\_parents\\_guide\\_individual\\_pages.pdf](http://www.deni.gov.uk/a_parents_guide_individual_pages.pdf)

{This leaflet is also available on our College website in the Policies section}

Every single day a student is absent from school equates to a full day of learning.

For some, 90% school attendance may seem like an acceptable level of attendance, but the reality is that 90% attendance means that a student will miss half a school day each week or 19 days of the school year – nearly 4 weeks.

The table below gives some statistics to help clarify the level of concern:

Percentage Attendance	Number of days missed (academic year)	Characterised by Department of Education as
100%	0	Excellent
95%	9 days (1 week 4 days of learning missed)	Satisfactory
90%	19 days (3 weeks 4 days of learning missed)	Poor
85%	28 days (5 weeks 3 days of learning missed)	Very Poor
80%	38 days (7 weeks 3 days of learning missed)	Unacceptable
75%	46 days (9 weeks 1 day of learning missed)	Unacceptable

The document also clarifies the legal requirement for parents to ensure regular school attendance.

## APPENDIX 2

### CATEGORIES OF ABSENCE (and Department of Education codes)

#### GENERAL SCHOOL CODES

/\	Present (/ present (AM), \ present (PM))
#	School holiday – school closed
!	Exceptional closure – students need not attend
Y	Exceptional closure due to unforeseen circumstances

#### LATENESS TO SCHOOL

When a student does not attend the College at the correct time.

Includes:	L	Late before registration closed (arrival between 8:40am and 9:00am)
	U	Late after registration closed (arrival after 9:00am) this is an <b>unauthorised</b> absence

#### APPROVED EDUCATIONAL ACTIVITY (Student are credited with attendance, but not 'present' in class)

An activity taking place off the school premises which is approved by the Headmaster and is of an educational nature

Includes:	P	Approved Sporting Activity
	S	Study Leave as approved by the College (official study leave for public examinations only)
	V	Educational Visit
	W	Work Experience
	1/4	Alternative Education Provision / Student Referral Unit (organised by BELB)
	2	Home/Hospital Tuition
	5	Attending another School (as part of Entitlement Framework)
	6	Attending a training Organisation (under EF)
	9	Attending CAHMS

#### AUTHORISED ABSENCE

An absence is authorised when a child has been away from school for a legitimate reason and the College has received notification from a parent.

**Only the school can make an absence authorised.** Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Includes:	A	Artistic Endeavour – an event which is agreed but not organised through the College
	I	Illness – where a note has been provided by parents
	M	Medical/Dental Appointments where the College has been notified in advance
	R	Religious observance (advance notice should be given)
	B	Bereavement – death of a close relative
	C	Suspensions
	F	A family holiday agreed in <u>very</u> exceptional circumstances
	O	'Other' exceptional circumstances agreed by the College

#### UNAUTHORISED ABSENCE

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Includes:	D	No reason has been provided for the absence (more than 5 days unexplained)
	G	A Family Holiday (not agreed by the College)
	H	'Other' absences which are considered as avoidable, and unacceptable by the school
	N	No reason provided for absence (temporary code only)

## APPENDIX 3

### MANAGING POOR ATTENDANCE / PUNCTUALITY

These procedures are for guidance and may be adapted according to circumstances.

#### • ATTENDANCE

##### **TUTOR (Monitors attendance < 95%)**

###### **Initial Stages**

Attendance drops below 95%  
(more than 10 days of absence)

Discussion with student and clear expectations set.

Tutor will contact home to ascertain why the issue exists. Contact should be maintained.



##### **HOY INVOLVED**

###### **Stage 1**

Attendance below 90%  
(more than 20 days of absence)

HoY will monitor the absence and when necessary contact the parents to discuss. If attendance does not improve, an interview will be requested.



##### **HoKS INVOLVED**

###### **Stage 2**

Attendance approaching 85% in a half term or attendance does not improve

HoY/HoKS contacts parents and preferably invite parents in to discuss  
Letter will be written to Parents  
Targets for improvement will be set



##### **VP INVOLVED**

###### **Stage 3**

Attendance falls below 85% (or 28 days lost)

VP will write to parents  
HoY/HoKS will interview parents  
(when possible a VP will be present)



##### **EWO INVOLVED**

###### **Stage 4**

Attendance Concerns remain

VP will contact parents to inform them of EWO referral and arrange to meet.

#### • PUNCTUALITY

##### **TUTOR**

###### **Initial Stages**

Lateness is flagged as an issue

Discussion with student and clear expectations set.

Tutor will initially contact home to ascertain why the issue exists



##### **TUTOR / HOY**

###### **Stage 1**

Lateness remains a concern

School Detention  
Punctuality targets set  
Parents contacted and invited in



###### **Stage 2**

Lateness remains a concern

School Detention  
Parents will be contacted



##### **HOY INVOLVED**

###### **Stage 3**

Lateness concerns continue

HoY will contact parents and invite them in to discuss  
Sanctions will escalate



##### **HoKS/VP INVOLVED**

###### **Stage 4**

Attendance Concerns remain despite parental contacts

HoKS will write /contact parents to inform them in. VP may make EWO referral  
Formal disciplinary measures may follow

#### • TRUANCY

Post registration truancy (where a student has registered his attendance and then absents himself from school) will usually be progressed as a disciplinary issue and may involve formal disciplinary sanctions. Truancy will be dealt with by the Vice-Principal.