



ATTENDANCE POLICY

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	CONTENTS	PAGE NUMBER
1	Background	2
2	Purpose and Scope	2
3	Objectives	2
4	Procedures/Guidelines: 1. Attendance Expectations 2. Support for Students and Families 3. Protocols 4. Conclusion	2-4
5	Monitoring/Evaluation	4

Commencing Date:	
Approval Signature:	<i>Austling Bonner</i>
Review Date:	

ATTENDANCE POLICY

1. Background

UN Convention on the Rights of Children : Article 3 (best interests of the child)

“The best interests of the child must be a top priority in all decisions and actions that affect children.”

Our attendance policy adheres to the legal framework outlined in the Education (Northern Ireland) Order 1996 and the Education and Libraries (Northern Ireland) Order 1986. These legislations place a duty on parents/guardians to ensure their child's regular attendance at school.

2. Purpose and Scope

At Ardnashee School and College, we are committed to providing a safe, supportive, and inclusive environment for all our students. Regular attendance is vital for their academic progress, social development, and overall well-being. This policy outlines our expectations regarding attendance and the procedures we follow to support students and families in achieving high levels of attendance.

3. Objectives

The aim of this policy is to:

- Promote excellent attendance among our students.
- Create a culture where attending school regularly is valued and prioritized.
- Provide support and guidance to students and families experiencing challenges that impact attendance.
- Ensure compliance with statutory obligations related to attendance.

4. Procedure/Guidelines

1. Attendance Expectations

- Regular Attendance

All students are expected to attend school regularly and punctually, arriving on time for registration and remaining in school for the full duration of the school day, unless there are exceptional circumstances.

ATTENDANCE POLICY

- **Notification of Absence**

If a student is unable to attend school due to illness or any other reason, parents/guardians are required to notify the school on the first day of absence by contacting the school office.

- **Medical Appointments and Leave of Absence**

We encourage parents/guardians to arrange medical appointments outside of school hours whenever possible. If a medical appointment during school hours is unavoidable, parents/guardians should inform the school in advance and provide evidence of the appointment upon the student's return to school.

Leave of absence during term time will only be granted in exceptional circumstances, and requests must be made in writing to the Principal well in advance. The decision to grant leave of absence will be at the discretion of the Principal and in line with the school's attendance policy.

- **Monitoring and Recording Attendance**

Attendance records will be kept for all students, and any patterns of absence will be closely monitored. The school will contact parents/guardians if concerns arise regarding a student's attendance, and meetings may be arranged to discuss support strategies.

2. Support for Students and Families

We understand that various factors may impact a student's ability to attend school regularly. The school will work closely with students and families to identify and address any barriers to attendance. This may involve providing pastoral support, liaising with external agencies, or implementing interventions to promote improved attendance.

3. Protocols

Parents/guardians may be contacted to discuss concerns regarding attendance if persistent unexplained absences or unauthorized leave of absence during term time occur. Appropriate actions may be implemented in line with EA guidance

ATTENDANCE POLICY**4. Conclusion**

High levels of attendance are fundamental to the success and well-being of our students. By working together in partnership with families, we can create an environment where every student feels supported and motivated to attend school regularly and achieve their full potential.

5. Monitoring/Evaluation

This attendance policy will be reviewed regularly to ensure its effectiveness in promoting and maintaining high levels of attendance. Feedback from students, parents/guardians, and staff will be sought to inform any necessary revisions.