

ATTENDANCE POLICY

RATIONALE

We very much value, and annually reward the commitment shown in the achievement of a good attendance record. In keeping with our school vision, Lumen Christi College is committed to ensuring that all pupils achieve their academic potential and are prepared for the world of work. We acknowledge the correlation between good attendance, pupil self-esteem and high academic achievement. The College thus places great importance on attendance and punctuality and strives to promote an ethos and culture which encourages good attendance and where each pupil feels valued and secure.

AIMS OF THE POLICY

- To ensure the health and safety of all students.
- To monitor and evaluate attendance and punctuality on a regular basis.
- To provide a framework that outlines the roles and responsibilities of staff, parents/carers and pupils in relation to attendance.
- To provide advice, support and guidance to parents/carers and students.
- To maintain a high attendance figure by all students in the college.

ROLE OF THE SCHOOL

Lumen Christi College is committed to working with parents/carers and pupils to encourage good attendance and punctuality.

The Principal has overall responsibility for school attendance whilst the Board of Governors provide support by regularly reviewing school attendance figures and targets. Teaching staff monitor the attendance and punctuality of pupils daily by ensuring pupil attendance is recorded during morning and afternoon registration and use lesson monitor to record individual subject attendance. Form Teachers and Heads of Key Stage deal with any attendance or punctuality concerns within their form class and respective Key Stage by following school procedures. On-going concerns regarding pupil attendance are brought to the attention of the Vice Principal for referral to the Education Welfare Officer.

The College appreciates those pupils who strive to attend throughout the year and has sought to reward this in proactive measures undertaken in the school. All pupils attaining full attendance in each year are awarded Whole School Attendance Prizes. High attendance is also a criterion used to identify pupils eligible for consideration for Whole School Prizes or as School Prefects. Attendance is also used as a criterion for entry to Year 13 while attendance also figures prominently in UCAS reports and all references from the College.

Likewise Lumen Christi acknowledges its statutory responsibility to ensure that students are in attendance during term time and adheres to the guidance provided in the Department of Education Circular 2013/13 and “Miss School = Miss Out, a Strategy for Improving Pupil Attendance” March 2016.

ROLE OF FORM TEACHERS

All pupils must be in their registration rooms (at Assembly on designated days) by 9.05am where form teachers complete the online register and submit it at 9.15am. Paper copies of registers will be completed on designated Assembly days. All students absent are marked “N”.

If a student arrives after registration has been submitted, he/she must immediately go to reception in order to be marked present. Arrival after 9.15am but before 10.30am will be denoted as “L” on the register – this does not affect the percentage attendance. Patterns of lateness will be monitored. Morning registration closes at 10.30am. Any pupil who has not registered by this time will be officially absent for the morning session and this will be denoted as “U” on the register and will affect a pupils’ percentage attendance for the year. Form Teachers monitor closely the attendance of all students in their form class by checking the Student Planner Absence Section (pink slips) for notes regarding student absence. If a pupil has a planned absence he/she must inform the Form Teacher at least 1 day in advance of an appointment using the absence slip who will send the student to reception as required. If a pupil has an unplanned absence (e.g. ill) he/she must present the completed absence slip immediately on return to his/her Form teacher who will send the student to reception to have the absence reason confirmed.

Form Teacher will monitor student attendance and intervene if a pattern of poor attendance emerges. Students will record monthly cumulative attendance in their planners.

On a weekly basis the Reception Personnel will send a proforma to each Form Teacher in order to ascertain reasons for unexplained absences – this is completed and returned promptly in order to ensure that register is accurate.

ROLE OF SUBJECT TEACHERS

Subject teachers complete the online attendance registration between 1.55pm and 2.15pm each day. All subject teachers are asked to complete a register for each of their classes and to monitor student attendance. (All sixth year students “free” lesson 8 each day must sign in at the Study Hall). All students absent should be marked “N”.

If a student arrives after registration has been submitted, it is his/her responsibility to attend at the office so he/she can be marked present.

ROLE OF HEAD OF KEY STAGE

Correspondence with parents / carers will be undertaken by the respective Head of Key Stage. Mrs Elaine Doherty is the person responsible for monitoring and reporting attendance while all administration work regarding attendance is the responsibility of the appointed Office Personnel who will also undertake to operate the Truancy Call procedure daily.

ROLE OF PUPILS

All students have a duty to ensure that they attend school regularly and punctually.

However, following any period of unavoidable absence, students must present the completed ‘absence slip’ (pink section) in their student planner to his/her Form Teacher outlining the reason for absence signed by his/her parent/carer. This note is then presented to reception where it will be noted on the student attendance record.

It is the student’s responsibility to catch up on work missed immediately on his/her return.

However, where a student has been unavoidably absent for a prolonged period of time, he/ she should seek assistance from the Form Teacher and/or Head of Key Stage to assist with catching up work or further support as required.

Where a student has a planned medical or dental appointment parents/carers must record details of this on the 'absence slip' in the student planner which the student must present to his/her Form Teacher at least 1 day prior to the appointment. Students show the note to the subject teacher when they leave/arrive and must also continue to sign in/out at Reception when arriving from or leaving to go to an appointment.

➤ Absence from class

Absence from class to participate in sporting or other activities is regarded by the College as a privilege and not a right. All pupils are expected to catch up with any work missed/hand in assignments on time. Participation in such activities is in addition to and not instead of the scheduled work in class.

ROLE OF PARENTS / CARERS

Students are expected to be in school at 9.00am for registration / assembly. It is the responsibility of parents / carers to ensure that their child is punctual. Lateness is recorded at registration and noted on a student's attendance record.

➤ Unplanned Pupil Absences

If a student is unable to attend school unexpectedly e.g. ill, parents must phone the College before 9.30am giving the pupil name, class and the reason for their son/daughter's absence. All schools must supply a reason for absence to the Department of Education. Failure to provide a reason for absence will therefore trigger a telephone call from the College requesting the reason. This procedure is in the best interests of the child to ensure that he/she has not met with an accident en route. It is thus imperative that parents respond to this call.

On return to school, following any period of absence, students must present the completed 'absence slip' (pink section) in the student planner to his/her Form Teacher outlining the reason for absence signed by the parent/carer.

If the absence is likely to be prolonged, parents must contact their son/daughter's Form Teacher to assist with homework and other arrangements as required.

➤ Planned Absences

Whilst we encourage parents to arrange medical and dental appointments outside the school day, we appreciate this is sometimes unavoidable. Therefore, if a student has a planned medical or dental appointment parents/carers must record details of this on the 'absence slip' in the student planner. Students must show the absence slip to his/her Form Teacher at least 1 day prior to the appointment. This will ensure the student will be marked present for the session (morning or afternoon) in which they are attending the appointment and his/her attendance will not be adversely affected. If the school is not informed in advance, the student must be marked absent.

Students must also continue to sign in/out at Reception when arriving from or leaving to go to an appointment.

Family holidays taken during school terms cannot be authorised by the College and the Educational Welfare Officer is informed.

Where a child appears reluctant to attend school parents are encouraged to discuss the matter promptly with the Form Teacher.

ROLE OF EDUCATION WELFARE SERVICE

Where a student's attendance falls below 85% or attendance difficulties exist, the Education Welfare Officer (EWO) will support staff and parents in developing and implementing strategies to address and/or improve school attendance.

MANAGING ATTENDANCE CONCERNS

Attendance Data is monitored and reported each month by Mrs Doherty. The attendance analysis for all pupils with <90% attendance is passed on to Form Tutors, Heads of Key Stage, Vice Principal and Principal. Heads of Key Stage discuss individual reasons for absence with the appropriate Form Teachers who will contact parents in the first instance.

Head of Key Stage will meet with students whose absenteeism is a cause for concern and their parents to discuss ways to improve the situation, if this fails the assistance of the Educational Welfare Officer is sought. The Heads of Key Stage contact parents/carers of students who have a poor attendance record via letter at the end of Term 1 and again towards the end of Term 2 if no improvement has been made.

Attendance Issue	Action to be Taken and by Whom
If a student is absent for 3 or more days in a 1month period AND If the student is absent for 2 or more sessions in the next month or any other subsequent month. [one session equals half a day.]	The Form Teacher will speak to the student about his/her attendance and note this action on SIMS.
If absenteeism persists	The Form Teacher will inform the Head of Key Stage and take his/her advice regarding contacting home. The action taken is noted on SIMS.
If absenteeism persists	Head of Key Stage telephones parent/invites parent into school to discuss attendance and set target for improvement. Record of Telephone call/Meeting put into pupil file and noted on SIMS
If absenteeism persists	Head of Key Stage sends a letter informing parent of attendance concerns. Letter is copied to pupil file and noted on SIMS.
If absenteeism persists	Head of Key Stage sends a second letter to parent of attendance concerns. Letter is copied to pupil file and noted on SIMS. Head of Key Stage also informs the Vice Principal who will make a referral to/liaise with the EWO as required.

In keeping with Year 13 Admissions Criteria, those students not attaining a satisfactory attendance record in Years 11 and 12 will be unable to access a place in Sixth Form. Students will have been informed by letter on 2 occasions at Key Stage 4 that their attendance is unsatisfactory.

Final decisions regarding attendance will be ratified by the Leadership Team in June. Those students who do not achieve a satisfactory attendance rate must have submitted medical evidence (e.g. doctor's certificate) for such absences. Account will be taken of special circumstances that may have affected attendance but unauthorised absences such as holidays in Years 11 and 12 may disqualify a student from entry to Sixth Form if the overall attendance rate is deemed unsatisfactory.

Attendance Rates

The target rate of attendance for this school year is: 96%

The current attendance rate for Lumen Christi College for the year is: 96%

This policy will be reviewed annually by the Principal.