

Belfast Model School for Girls

Achievement for All



Attendance Policy

Agreed by Board of Governors: March 2010

To be reviewed: March 2013

Rationale

It is recognised that good attendance patterns established at school continue into the world of work and employers increasingly wish attendance to be quantified when seeking references for interviews. Within the Belfast Model School for Girls we aim to improve the overall attendance of the pupils by exploring and identifying the reasons for absence and thereby devising and implementing whole-school strategies to encourage better attendance.

Purposes

In monitoring school attendance we aim to:

- Raise the pupils' awareness of the importance of regular attendance.
- Encourage and develop the good habit of regular attendance
- Celebrate the success of pupils in achieving good attendance through the REWARDS SYSTEM.
- Consider possible and realistic sanctions as a means of encouraging an improvement in attendance.

Guidelines

1. To make use of the information provided by the Form Tutor and Year Heads to identify the main reasons for absence.

For example:

- a) Genuine illness
 - b) Hospital or dental appointments
 - c) Family holidays during term time
 - d) Condoned absence
 - e) Family problems
 - f) Lack of parental control/authority
 - g) The independence of older pupils
 - h) Truancy
2. To make use of the school referral system for attendance.
 3. To implement the devised system of positive rewards.
 4. To celebrate the achievement of good attendance in an annual Attendance Awards Ceremony
 5. To apply the routines and strategies in the following ways:
 - Subject teachers record attendance using SIMS registers

- Pupils are required to produce a note giving reason for their absence.
- Letters are sent home after a period of unexplained absence for 3 days, or if reasons for absence are not forthcoming.
- Poor attendance is monitored by the Form Tutor, Year Head and Co-ordinator of Attendance, followed by appropriate contact with pupil and parent as necessary.
- When appropriate, referrals are made to the EWO.
- Truancy Call automatically contacts home if a pupil is absent

Attendance Awards

Each month

- Years 8 to 12 – points are added to students' scores in the rewards system.
- Students receive one point for each day they attend school.
- Scores are displayed each half term
- Rewards are presented to students.

Annual attendance Awards Ceremony – students receive the following

- Bronze Certificate – Students > 98% attendance during the year.
- Silver Certificate – Students > 99% attendance during the year.
- Gold Certificate – Students 100% attendance during the year.
- 1 years Full Attendance Certificate + badge.
- 2 years Full Attendance Certificate + badge.
- 3 to 7 years Full Attendance Certificate + badge + book token (value of book token increases according to number of years full attendance).

These policy Guidelines are translated into action through other policies and procedures, for example:

School Rules

The Pastoral Care Policy

Teaching & Learning Policies

Discipline Policy

Rewards Policy