

**GREENWOOD HOUSE ASSESSMENT CENTRE**  
**PUPIL ATTENDANCE POLICY**

**Mission Statement**

At Greenwood House, we provide a safe, nurturing and stimulating educational environment, where each child will establish a secure foundation in terms of learning and wellbeing, thus developing the skills and capabilities to reach his/her full potential.

**Introduction**

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

Greenwood House will promote an ethos and culture which encourages regular attendance and where each pupil will feel valued and secure.

The Greenwood House Attendance Policy aims:

- To improve/maintain the overall attendance of pupils at Greenwood House.
- To clearly define roles and responsibilities in relation to attendance.
- To provide advice, support and guidance to parents/carers.
- To liaise effectively with the Education Welfare Service (EWS).

**Role of the School**

The Principal has overall responsibility for school attendance. Any concerns regarding attendance should be brought to the Principal's attention.

The Principal and VP/Designated Teacher for Pastoral Care regularly monitors whole school attendance.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is a standing item at each meeting.

Teaching staff ensure that attendance is recorded daily. This information is transferred on to SIMS by the Office Manager.

To enable our school to accurately record and monitor attendance in a consistent way, we adhere to DENI guidance Circular 2015/02.

Greenwood House is committed to supporting parents to encourage regular attendance.

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**Role of Parents/Carers**

Parents/carers have a legal duty to ensure their child regularly attends school (*Article 45(1) of the Education and Libraries(NI) Order 1986*). If a child is absent, parents/carers should inform school as soon as possible, giving a reason for absence.

If necessary, an absence slip will be sent home for the parent/carer to complete when the pupil returns to school which provides a clear reason for any absence (See Appendix 1).

In the case where transport goes to collect a child in the morning and there is no response from the house, the school will contact the parent/carer via telephone to ascertain the reason for absence.

If the absence is likely to be prolonged, this information should be provided to enable any necessary arrangements which may be required.

If a parent/carer is experiencing any difficulties regarding their child's regular attendance at school, they should contact the Vice Principal/Designated Teacher or the Principal. This will ensure that maximum support can be given as soon as possible.

**Procedures for Pupils Identified with <85% Attendance**

- The Designated Teacher or Principal will telephone/write to parents/carers, making them aware of the attendance issue.
- The Designated Teacher or Principal will request more information and will offer support to assist improvement.
- If attendance does not improve, the Designated Teacher/Principal will invite parents/carers to a meeting in school to discuss attendance and support that can be offered. If parents/carers are unable to meet at school then the Designated Teacher will carry out a home visit.
- If attendance continues to deteriorate a referral to the EWS will be made.
- The EWO works with school to improve attendance.

**Family Holidays during Term Time**

Greenwood House discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

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**Education Welfare Service Liaison**

Education and Library Boards (ELBs) through the Education Welfare Service have a legal duty to make sure that parents/carers meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

A Service level agreement is put in place at the start of the new school year identifying the level of EWS support to the school and termly meeting dates. At these meetings the Designated Teacher/Principal and Education Welfare Officer (EWO) will review the attendance records for pupils identified with below 85% attendance. Concerns about individual pupils will be raised and procedures will be followed. The EWO has access to the school's SIMS system to aid monitoring of attendance.

Principal:

Chair, Board of Governors:

Date:

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**Appendix 1**

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Absence Note

Pupil Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Date of return to school \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

**Please complete the reason for your child's absence and return to school immediately**