



Regent House Attendance Policy
[Draft copy, updated June 2023]

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Why is attendance important?

Being in school is important to a child's achievement, wellbeing, and wider development.

Going to school is directly linked to improved exam performance which should in turn lead to further learning opportunities and better job prospects. As well as this, going to school helps to develop:

- friendships
- social skills
- team values
- life skills
- cultural awareness
- career pathways

A. Procedures for parents:

- **Absence**

If a student is absent from school, the designated parent/guardian will receive **a text message** from the school. The recipient should await receipt of the text and reply to it, giving a reason for absence. This process must be completed on a daily basis until the student returns to school.

If a reason for absence is not received in due course, parents will be sent a follow up text message.

If a reason for absence has not been received by the end of the school year, the absence will be recorded **by the office** as a D code (did not provide a note). The absence will then be regarded as truancy.

Note:

- *Parents are not required to inform the school via email as a text reply will be sufficient - with the exception of long term or serious illness/bereavement.*
- *It is essential that contact details are kept up-to-date. The school should be notified immediately of any changes as this will impact communication about attendance.*
- *Information in relation to absences during the school day or reasons for lateness to school should not be sent via the absence text messaging service as this is an unmonitored mailbox.*

- **Appointments during the school day**

Parents should send an email to the School Office on the morning of the appointment:

office@regenthouse.org.uk

The student must report to reception before leaving school to attend the appointment.

- **Late to school (after 9.05)**

Parents should email the School Office (office@regenthouse.org.uk) with a reason. Students who arrive in school after 9.05am should report to the Office and sign the Late Book. They should then go straight to class. The Office Staff will record the lateness on the Computer and change the absent mark to a late mark.

Following a directive from the Department of Education, all schools must set a time for the closure of registration. At Regent House registration will now close at 10.30 a.m. after which time pupils will be marked absent for the morning session unless permission has been obtained from the Principal. After this time pupils are still required to sign the Late Book to register their presence. Late arrival should be actively discouraged.

Additional Information for absences:

- **Covid related absence**

If a student is absent for Covid related reasons, parents should respond to the school text **AND** send a separate email to the School Nurse giving further details:

tferguson165@c2ken.net

- **Year 13/14 EMA**

If the student receives EMA, parents should respond to the school text **AND** send a separate email to Mrs Bell giving further details:

sbell435@c2ken.net

B. Staff responsibilities:

Form Staff will check student attendance each morning during Form Time and record this on SIMS.

A present mark (P) should be entered for relevant students for **both AM and PM sessions**.

An absent mark (N) should be entered for relevant students for **both AM and PM sessions**.

A Late mark (L) should be entered for the relevant students for the **AM session only**.

8.55 is the cut off for a Late mark. If a student arrives after 9.05, he/she must report to reception and sign the Late Book.

*The office will update absence marks with **Lates** using the current late book system. The office will change the **N** code to **L** code and enter the minutes late for the pupil. Medical lates (when a parental email is received) are recorded as present. Form Staff do not need to enter comments.*

The office will produce a monthly Late Report for Heads of Year.

- **Assembly mornings:**

Staff will use a manual sheet for Assembly mornings - located **in the Records Office at Reception**.

- **Students attending meetings during Form Time:**

Students out of Form Time for meetings should be marked absent by the Form Teacher. It is the responsibility of the supervising member of staff to email a list of students to L Dickson so that their attendance mark can be registered.

Pupils attending music rehearsals / lessons should sign in at Reception each morning at 8.30 am before the rehearsal/lesson begins. The Music Department do not need to email a list to the Office.

Form Staff should only register a student as Present if the student is present in the room.

- **Throughout the school day:**

All staff should check absences each period and record this using Lesson Monitor.

- **Field Trips/Educational Visits :**

Lists of students absent on field trips, sporting events, school trips or any school function must be given to the Office so that students may get their Present mark. The Canteen should also be notified when large number of pupils will be absent from school on Educational Visits. Students representing the school, county or Northern Ireland will be marked present, but this will be done **by the Office** when official notification is produced.

C. Monitoring attendance in school:

The school aims for a minimum attendance rate of 85% for students. More than 10 days absence in a school year without a specific reason is considered excessive and may **need to be referred to the EWS**.

1) The Form Tutor should contact the Head of Year if they notice an increase in a student's absences. Reasons provided for these absences can be checked with Mrs Dickson in the Office. If no reason has been provided for these absences, the Form Tutor or Head of Year should contact home.

2) The Senior Teacher in charge of Attendance will conduct an attendance audit twice a term and meet accordingly with the EWO, focusing on pupils whose attendance has fallen below 85%. Following these meetings, a letter may be sent to parents to alert them to concerns regarding a student's attendance.

3) The Senior Teacher will share the audit information with relevant pastoral staff on Teams and allow the Heads of Year to have an input into the pastoral response. It is also a means of sharing attendance information and keeping everyone informed. Heads of Year must alert Form Teachers of any relevant information and monitor the attendance of students highlighted.

4) Information on attendance which has been passed to Heads of School should be raised at the weekly Heads of School Meeting. Attendance will appear as a regular item on the agenda of this meeting. Decisions on any necessary action will be made at these meetings.

5) If the above procedures are not successful or if there is still concern about a particular pupil, the Senior Teacher will complete the necessary form for referral of the pupil to the EWS or, if necessary, the Pastoral VP will complete a UNOCINI form to inform the duty social worker of Child Protection issues. The Senior Teacher and/or Pastoral VP will work with the EWO to encourage good attendance.

6) If any teachers are concerned about the attendance of a particular pupil, they should refer this information to the relevant Head of Year, Head of School, Safeguarding Team or to the Pastoral VP if they feel that it may be linked to Safeguarding issues. If a teacher has cause for concern about a pupil for any reason, the Head of Year should ring home on the first day of absence.

Persistent failure to attend may result in a pupil being asked to withdraw from public examinations.