



Pupil Attendance & Punctuality Policy

Operational Date September 2024

Title	Pupil Attendance Policy
Summary	This policy sets out our commitment and approach to pupil attendance and punctuality.
Purpose	To ensure that all stakeholders are aware of this policy and its application in relation to attendance and punctuality of all pupils.
Operational Date	September 2024
Frequency of Review	Every 3 Years
Date last Reviewed and Approved by Board of Governors	June 2024

Introduction:

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

Belfast Boys' Model School will strive to promote an ethos and culture which encourages good attendance and punctuality and where each pupil feels valued and secure.

Vision:

Our pupils should feel happy and safe and have a sense of belonging and purpose. We believe in the importance of building character, raising aspiration and delivering/achieving success through relational learning, collaboration, and community. We aim to meet the individual needs of pupils with a responsive and enriching curriculum offer and agile pastoral care. Our committed and highly skilled staff strive to empower pupils to progress, discover and achieve their potential in a technologically sophisticated world.

Our core values of respect, integrity and commitment permeate all that we do.

Aims:

1. To improve/maintain the overall attendance and punctuality of pupils at Belfast Boys' Model School.
2. To develop a framework that defines roles and responsibilities in relation to attendance and punctuality.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School:

The Principal has overall responsibility for school attendance and punctuality; staff should bring any concerns regarding school attendance or punctuality to her attention. The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is a standing agenda item at each meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of every class.

To accurately record and monitor attendance in a consistent way, we will adhere to the guidance provided in the Department of Education Circular 2024/13, which can be found at the following link: [Circular 2024/13 - Attendance Guidance & Absence Recording By Schools | Department of Education \(education-ni.gov.uk\)](#)

Belfast Boys' Model School is committed to working with parents/guardians to encourage regular and punctual attendance.

Role of Parent/Guardian

Parents/guardians have a legal duty to ensure their child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

If a child is registered in school, their parent/guardian has a legal duty to ensure that they regularly attend that school.

It is a parent's/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence by phoning the school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 8.50am in the morning for registration and the beginning of classes. It is the responsibility of parents/guardians to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

If your child appears reluctant to attend school, please discuss the matter promptly with the form teacher or Year Counsellor to ensure that both you and your child receive maximum support.

Parents may find the following Department of Education resources useful:

- [Give your child a helping hand](#)
- [Miss School Miss Out](#)
- [Try and Stop Me](#)

Role of Pupils

Each pupil at Belfast Boys' Model School must attend school punctually and regularly.

Absence Procedures

Parents should contact school reception if their son is going to be absent from school or late to school.

Family holidays during Term Time

Belfast Boys' Model School 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.

Procedures for Managing Non-attendance

A member of staff will contact every parent whose child is absent by telephone that morning. The Year Counsellor has responsibility for managing the attendance of pupils in their year group and as such, they will speak with pupils/parents by telephone and/or in person to ascertain the reasons for regular non-attendance. An appropriate intervention can then be put in place such as counselling, mentoring or alternative therapies.

If a pupil from Y12-14 misses a day of school, they will catch up on work missed the next school day as part of our 'Unmissable' initiative.

Procedures for Managing Punctuality

Good punctuality is an essential life skill pupils require for the world of work. Being on time to school ensures that pupils do not miss out on any learning and as such, we enforce consequences for lateness to Belfast Boys' Model School.

If a pupil is late to school and arrives before 9.15am, they will complete a payback at break time.

If a pupil is late to school and arrives after 9.15am, they will complete a 30 minutes payback after school.

Education Welfare Service

The Education Authority through the Education Welfare Service (EWS) has a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, 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.

Signature – Principal

Signature – Chair of the Board of Governors

Date