

Lismore College



Student Attendance Policy

Version Date	Last Review	Next review	Responsible
22/08/25	June 2025	June 2028	SLT

Caring and Learning Together

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.

Lismore College will strive to promote an ethos and culture which encourages good attendance and where each student will feel valued and secure.

The school's mission statement fully incorporates this:

Lismore is a school for all. Our Catholic ethos and values are at the heart of our welcoming and happy environment.

Our school promotes the personal and academic development of every pupil, whilst supporting their well-being.

We celebrate all our pupils' achievements and talents. We encourage positive relationships that respect inclusion and diversity in our school and wider community.

Through caring and learning together, we strive to ensure that our pupils become valuable members of the world in which we live.

Lismore Mission Statement (September 2022)

Aims

Our attendance aims are:

1. To improve/maintain the overall attendance of students at Lismore College.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/carers and students.
4. To promote good relationships with the Education Welfare Service (EWS).

Roles and Responsibilities

There are a number of roles in the school in order to maintain and improve attendance:

Role of the School

The Principal has overall responsibility for school attendance. The Vice-Principals should bring any concerns regarding school attendance to her attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring attendance is a regular agenda item at meetings.

Teaching staff regularly monitor the attendance and punctuality of students by ensuring that attendance is recorded, via Lesson Monitor, during morning registration and every period throughout the school day.

To enable our school to record and monitor attendance in an accurate and consistent way we will adhere to the guidance provided in the most up to date Department of Education Circular.

Lismore College is committed to working with students, parents/carers and EWS to encourage regular and punctual attendance.

Role of Parent/Carer

Parents/Carers 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/carer has a legal duty to ensure that they regularly attend school.

It is a parent/carer's responsibility to inform the school of the reason for a student's absence on the first day of absence. This can be done via email, telephone, or the school app. Otherwise a written note, explaining the reason for absence, must be provided when the student returns to school.

Students are expected to be in school at 9.05am for morning registration/assembly. It is the responsibility of parents/carers to ensure that their child is punctual. Lateness is recorded at registration and recorded on the child's attendance record.

If your child appears reluctant to attend school, please discuss the matter promptly with their Form Tutor or Head of Year to ensure maximum support is given.

Role of Students

In Lismore College students are expected to value the opportunity to engage in full time education. It is each student's responsibility to:

- Arrive in school on time each day and be in full school uniform.

- Arrive punctually and be prepared for each timetabled lesson.
- Keep a record of their attendance in their Student Planner.
- Provide a written note, if necessary, from a parent/carer on return to school after an absence.

Role of Form Tutor

In Lismore College School the Form Tutor will:

- Develop strong positive relationships with all students.
- Monitor attendance, e.g. Mark register, collect absence notes and identify students with irregular attendance patterns and take appropriate action.
- Record details of parental/carer requests received to leave school during the school day. This will be red flagged on SIMS with the time and reason highlighted.
- Contact home on the third day of absence. (Use the History function on Sims register to identify number of days absent)
- Follow up student absence notes if not received.
- Discuss attendance with individual students.
- Contact home via phone or through sending school proforma letters home when attendance falls below 90% and 85%.
- Respond to daily unexplained lesson absence reports.
- Respond to monthly unexplained absence (full days) reports.
- Alert Head of Year of students with attendance concerns.
- Promote link between attendance and achievement.
- Provide support to students after a long absence from school.

Role of Head of Year

Heads of Year will:

- Liaise with the Education Welfare Service about individual students.
- Speak with students with irregular attendance patterns.
- Discuss year group referrals with Form Tutor and Education Welfare Service.
- Complete Monthly Audits on attendance, and discuss these with Education Welfare Officer and Key Stage Leader.

Role of Administration Staff

Administration staff will:

- Use the missing register notification to alert teachers to missing registers.
- Enter late students onto the system after registration.
- Ensure all students attending extra-curricular events are coded accordingly. It is the responsibility of the teacher in charge of the event to inform the office of who is attending.
- Run daily unexplained lesson absence reports for Form Tutors to complete.
- Run monthly unexplained absence reports (full days) for Form Tutors to complete.
- Run monthly ministry of rolls reports identifying whole school attendance, Year Group, and Individual Form Class attendance.

Absence Procedures

The Department of Education has issued guidelines about categorising absence as authorised or unauthorised. Form Tutors and Subject Teachers may use the following codes. All other coding will be completed by admin staff.

/\	Present	L	Late	N	No reason provided
B	Bereavement	P	Sporting Activity	V	School Outing/ Trip
M	Medical	O	Other exceptional circumstances e.g. non-sporting school activities		

Punctuality to School

All students are expected to arrive to school and for each class on time. Punctuality is strongly encouraged in Lismore College. Students are expected to be in their form class/assembly by 9.05am. The Form Tutor will mark the register at 9.05am. Any student arriving after registration should report directly to the school office where the administration staff will record attendance as late on the register unless a valid reason is provided.

Students in the Learning Support Centre have a more flexible start time which has been agreed between the Head of Centre and parent/carer.

The Form Tutor will review the late marks on a weekly basis, and the following action will be taken.

- When a student is persistently late, the Form Tutor will monitor their lateness with a punctuality check.
- When a child is late on a regular basis, the Head of Year will discuss the matter with the child and contact the parent/carer.
- If there is no improvement, school sanctions will be applied.

Family holidays during Term Time

Lismore College discourages holidays during term time due to the negative impact they can have on students' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised. The onus is on the student to catch up on any work they have missed on return to school.

Leaving School Premises during the School Day

If a student needs to leave the school during the day, they may only do so by showing their Form Tutor a permission slip signed by a parent/carer. The Form Tutor will add a note to the system to inform the office staff of the time the student has permission to leave school. If the student does not have a note, the parent/carer must contact the school via the school app or collect their child in person and sign them out at the main office. ***Please note, for safeguarding reasons, students may only be signed out by a person named on the system. Phone calls are not accepted as a means of authorising permission for a student to leave school.***

Once signed out a student will be marked absence for the remainder of the school day. If the student is returning to school, they must report to reception to be marked present for the remainder of the day. Any student who leaves the school premises without carrying out the above procedures will be deemed to be truanting. Truancy procedures, outlined in our truancy flowchart, will be followed.

Medical Appointments

Where possible medical appointments should be made for after school.

If class is missed this will be recorded as 'M' on Lesson Monitor by Form Tutor/Subject Teacher/Administration staff.

Procedures for Managing Non-Attendance

Lismore College School has a number of procedures in place to manage non-attendance. School Attendance Proforma Letters are used by all members of staff. Pro-forma absence notes are found at the back of Student Planners to be used by parents/carers to explain an absence.

Registration / Attendance Procedure – Lismore College

- Parents/Carers are encouraged to inform the school if they know of an absence.
- Students are marked present during registration/assembly at 9.05am each morning.
- Truancy call is sent, via the school app, at 10.30am each morning.
- Parents/Carers contact the school via phone or school app to explain the reason for absence.
- Administration staff will update the system with the reason for absence.
- A note must be given to the Form Tutor on the child's return to school if the school has not already been informed of the reason for absence.

Education Welfare Service

The Education Welfare Service have a legal responsibility to ensure that parents/carers meet their responsibility towards their children's education.

Regular attendance is an essential requirement for educational progress. Where attendance difficulties exist or a student's attendance falls below 85%, Education Welfare Service (EWS) will become involved. EWS will support staff and parents/carers in developing and implementing strategies to address or improve school attendance.

Within the school setting the Educational Welfare Officer can:

1. Investigate and follow up on cases of non-school attendance.
2. Provide information about children's home circumstances and factors that may be affecting school performance and attendance.
3. Interview students in the identification of attendance/welfare issues.
4. Convene case planning meetings in conjunction with teaching staff, parents/carers, and students to develop a plan of action for dealing with absence/welfare issues.
5. Mediate between teachers and families when misunderstanding and difficulties arise.

6. Meet with Heads of Years and Key Stage Leaders to discuss concerns regarding attendance and identify appropriate referral to the Education Welfare Service.

To enable the Education Welfare Service to offer a quality service to Lismore College, early detection and good communication between teaching staff and the Educational Welfare Officer is essential.

Celebrating Good Attendance

Lismore College believe that good attendance and punctuality are to be encouraged at every opportunity. Parents/Carers are responsible for ensuring that their children attend regularly and are punctual. Lismore College currently has a whole school reward/award system to encourage regular attendance:

- Five and seven years unbroken attendance is recognised by the Education Authority on Prize Night
- Full Attendance for the full year is recognised during celebratory events
- Full term attendance certificates are presented to individuals during Year Group Assemblies
- Highest Monthly Attendance Form Class Certificates for each Year Group, presented at Year Group Assemblies
- Individual Improved Attendance Certificates are presented at Year Group Assemblies

Monitoring & Reviewing Attendance in Lismore College

This policy has been developed following consultation with all the relevant stakeholders. All staff, in partnership with the school's Education Welfare Officer, will apply the policy and ensure consistency in its application.