



21 Cloyfin Road
Coleraine
BT52 2NU

Tel: 028 7032 9026

Principal: Mrs A Passmore

Dear Parents/Guardians,

Re: Attendance Policy and Procedures

I would like to take this opportunity to remind you of our attendance procedures and the importance of regular school attendance for your child's academic progress and wellbeing.

Daily Attendance Monitoring

Form tutors complete registers at 8.55 am each morning. First period class begins at 9.10 am. If your child is late and misses registration they must sign in at the office, then go and see their form tutor and then onto class. They will receive a L code indicating they missed registration, if this is a regular occurrence then this will influence their percentage attendance negatively. Please email the form tutor or contact the school office if this occurs.

If your child is absent, you will receive a text message that day requesting that you notify us of the reason for their absence. You can do this by emailing **ncicabsences@ncic.org.uk** or by using the Student Planner.

If your child is absent a second day, again you will receive a text message that day requesting that you notify us of the reason for their absence. You can do this by emailing **ncicabsences@ncic.org.uk** or by using the Student Planner.

All absence communications are recorded in our system (SIMS).

If a student is absent for two consecutive days without explanation, the form tutor will contact you directly. We encourage this communication to be between the tutor and parent to help build a supportive relationship. Your child's form tutor is your point of contact, please keep them informed and this can make things easier for everyone.

Afternoon Registration

Please note that **PM registration takes place at 2:00pm**. If your child leaves school before this time it will be recorded as an absence for the afternoon session. This will negatively affect their overall attendance percentage. We kindly ask that appointments and early departures are kept to a minimum and, where possible, scheduled outside of school hours.

Monthly Attendance Letters

At the end of each month, you may receive one of the following letters depending on your child's attendance:

- **Unexplained Absence:** If there are any absences without a recorded reason. In other words, the form tutor has not been given a reason for absences.
- **Less than 95% Attendance:** This letter will invite you to discuss any issues or barriers affecting attendance with your child's form tutor. The form tutor may then refer the pupil to myself for an informal discussion as to what I can do to help as part of my attendance clinic.
- **Above 95% Attendance:** A postcard of thanks and congratulations for your support.
- **Continuing Poor Attendance:** If attendance remains low despite previous contact, you will receive a further letter from the Head of Year, inviting you in for a meeting.

Support and Intervention

Students with attendance below **87%** may be offered additional support to avoid referral to the **Education Welfare Service (EWS)**. As the attendance manager, I will then invite you and the pupil to meet with me to discuss how we can support you and the pupil, and how best to improve attendance and avoid referral to **EWS**.

If attendance drops to **85%**, a referral will be made, and you will be notified to make an appointment with me to come into school where I will explain the process and what happens next in terms of **EWS**.

Rewards and Recognition

We celebrate excellent attendance through monthly assemblies, where awards are given for:

- **100% Attendance**
- **Most Improved Attendance**
- **Best Form Class Attendance**

I want to explore rewards as incentives for pupils not just those with excellent attendance but pupils who have endeavoured to improve their attendance throughout the year. I will be asking the student council to help encourage their peers to come to school, approaching local businesses to offer vouchers and aiming for a trip during the year.

We appreciate your continued support in ensuring your child attends school regularly and punctually. If you have any concerns or require assistance, please do not hesitate to contact your child's form tutor or Head of Year and of course myself directly.

Yours sincerely,

Lisa Bell

Attendance Manager

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