

Persistent Absence

Fast Track to Attendance

‘FAST TRACK to Attendance’ is an Early Help approach to improving pupil attendance which also seeks to act quickly where there is unauthorised absence.

If the pupil’s attendance fails to improve after Early Help support, we will ask parents to attend a Student Attendance Review Meeting (SARM).

If pupil’s attendance fails to improve after this meeting the details will be passed to the Pastoral team who will look at starting court procedures which may result in **prosecution** and a **criminal record**.

We trust that all

*parents will support us
in our efforts to improve
attendance at*

*Holy Family Catholic
School*

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Attendance and Punctuality



*We live, love and
learn together in the
light of God*

THE IMPORTANCE OF MONITORING ATTENDANCE AND PUNCTUALITY

*Once a child is registered at a school it is the parents' responsibility to make sure that they attend

*Poor attendance levels have a serious effect on pupils' progress and achievement

*The school has a responsibility to monitor pupils' attendance and concerns will be passed to the Education Welfare Service

*Our minimum expected level of attendance from pupils is 97%

SCHOOL MONITORING

Parents must telephone the school by 9.00 am on the first day of absence to inform us of the reason for non-attendance.

- If we do not receive a call, we will send a reminder by text message.
- If we do not then receive a call we will contact you by telephone.
- If we do get a response we will endeavour to make a home visit.
- If your child arrives to school after the gate has closed, parents must sign them in on the electronic system in the school office.

LATENESS

Punctuality is extremely important so that children have the best possible start to their day. It is parents' responsibility to ensure that their child is in school on time every morning.

*** Doors open at 8.35**

Registration is at 8.45am.

*Please note that if your child arrives between **8.45 and 9.00** they will be marked as late and a parent will need to sign them in at the school office.*

*If they arrive **after** this time they will be marked as unauthorised late and this will affect their attendance record.*

Persistent Absentee

Any pupil with less than 90% attendance will be deemed as a 'Persistent Absentee' by the Education Authority. Obviously due to illness a pupil is not expected to be in school, but we do ask for proof of illness and medical conditions to warrant time off school.