

Belfast Boys' Model School

Pupil Attendance Policy



Policy Details

Summary of Policy	This policy sets out the school's approach to promoting regular and punctual attendance, defining roles, responsibilities, and procedures to support pupils and families.
Purpose	Ensures consistent attendance monitoring and collaboration with parents and external agencies to maximise pupil engagement and achievement.
Operational Date	September 2025
Review Date	December 2026
Date last reviewed & approved by Board of Governors.	September 2025

Introduction:

Regular and punctual 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.

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

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; the Pastoral Vice-Principal should bring any concerns regarding school attendance to their attention.

The Board of Governors provide support by reviewing school attendance and punctuality figures and targets, 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 lesson.

To accurately record and monitor attendance in a consistent way, we will adhere to the guidance provided in the Department of Education Circular 2025/09, which can be found at the following link: [Circular 2025/09 - Attendance Guidance & Absence Recording By Schools](#)

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, aptitude and 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. This should be confirmed with a written note when the pupil returns to 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 8.45am 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 your son's Form Teacher or Year Counsellor to ensure that both you and your child receive maximum support.

Role of Pupils:

Each pupil at Belfast Boys' Model School must attend school punctually and regularly. If you have been absent from school, a written note from a parent/carer must be provided to your Form Teacher when you return.

Absence Procedures

All parents/carers must report their son absent by phoning reception on the morning of his absence.

If a pupil has a medical appointment which cannot be rearranged for outside school hours, parents/carers must complete the 'pass out' slip provided, ensuring it is stamped by the relevant medical professional and return the slip 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

Pupils' attendance is carefully monitored by the Year Counsellor and the Attendance Improvement Officer. Staff will contact parents/carers each day a pupil is absent.

If a pupil's attendance falls to between 93 – 97%, the Year Counsellor will meet with the pupil to establish reasons for his non-attendance and set goals/provide support in order to improve this figure.

If a pupil's attendance falls to between 88 – 92%, the Attendance Improvement Coordinator will meet with the pupil and initiate a programme of support for both the pupil and his parent/carer.

If a pupil's attendance falls to between 85 – 87%, the Parental Engagement Officer, in conjunction with the Year Counsellor and Attendance Improvement Coordinator will work with the pupil and his family to bring about improvement.

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.