

BELFAST BOYS' MODEL SCHOOL

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Dear Parent/Guardian,

Belfast Boys' Model School congratulates and rewards good attendance, as it is such a strong predictor of educational success. For that reason, we ask for your support in making sure that your son is in school every day.

Please do not allow him to stay off school unless you feel that he is really too unwell to come in. If any boy feels unwell during the day and cannot stay in school, we will contact you.

I would remind you that events, such as **birthdays, family celebrations, shopping trips, holidays** etc. are not valid reasons for absence and will be noted on your son's official attendance record. Any boy who has an attendance below 95% (equivalent to two weeks off over a school year) will be referred to the school's Attendance Officer. If attendance falls below 85%, he will be referred to the Education Authority Welfare Officer.

PASSOUT PROCEDURES

Absence from school, for even part of the school day, has a negative impact on your son's attendance. We would ask that medical appointments with doctors etc. be made for outside school hours. Pupils without written permission for a passout will not be released from school, unless a parent/guardian collects them from reception.

We realise that some passouts, for example, orthodontic and/or hospital appointments cannot be avoided. When appointments are at the beginning of the school day or mid-morning, we would encourage your son to attend school for the rest of the day. This will enable him to receive a full attendance mark. Pre-Covid we used a passout slip that requires your son to have his passout stamped by the relevant medical practitioner when attending his appointment. On his return to school, he should hand in his stamped passout to his Form Teacher or the School Office.

I appreciate that the vast majority of our pupils have very good or excellent attendance and I value all that you do to support this. I look forward to your ongoing cooperation in this vital aspect of school life.

Yours sincerely,

Mrs M Montgomery
Principal