

Attendance and Punctuality

All students are expected to come to school on time each day and do their best to have full attendance. This will ensure that valuable learning opportunities are not missed and each individual can make maximum progress.

Attendance and punctuality are monitored closely and parents are contacted should a student persistently arrive late in the morning or be absent without explanation.

When a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a student to fulfil their potential.

Why Attend School?

These are just some of the key reasons why it is important young people attend school:

- To learn
- To make new friends
- To experience new things in life
- To achieve
- To gain qualifications
- To develop new skills
- To develop awareness of other cultures, religions, ethnicity and gender differences
- To build confidence and self-esteem
- To have the best possible start in life

Young people who regularly miss school, without good reason, are more likely at risk of becoming isolated from their friends, underachieving in examinations and/or becoming involved in anti-social behaviour.

How Parents Can Help?

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time. Please consider the school Punctuality Leaflet, shown as a linked document below.
- Arrange dental and medical appointments outside of school hours when possible.
- Always inform the school, by telephone or e-mail, of the reason for your child's absence – this should be followed up with a written note on the first day of your child's return to school. Alternatively, you could complete the Absence Form, shown as a linked document below, and e-mail to caattendance@outlook.com

- Take truancy seriously – if your child is not attending school as you expect, they may be putting them self at risk – Who are they with? What are they doing?
- Take family holidays outside of term time.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend parent evenings and school events. Praise and reward your child's achievements at school.
- Always support school staff in their efforts to manage difficult or challenging behaviour.
- Discuss any problems or difficulties with the school staff. We are here to help and will be supportive.

Family Holidays

You can demonstrate your commitment to your child's education by not taking holidays during term time. Any child or young person who is absent from school due to a holiday will miss out on important learning and fall behind with their school work.

In each academic year there are a maximum of 190 school days – this allows plenty of time for holidays to be arranged outside of term time.

Holidays taken during term time will be categorized as an unauthorized absence.

Percentages

Attendance percentages can be misleading:

100% = 0 days missed - Excellent

95% = 9 days missed - Satisfactory

90% = 19 days missed - Poor

85% = 28 days missed – Unsatisfactory (student will be referred to Education Welfare Service when their attendance is below 85%)

80% = 38 days missed - Unsatisfactory

75% = 46 days missed – Unsatisfactory

Please consider the Department of Education's School Attendance Matters Leaflet, shown as a linked document below.

Celebrating Attendance

At Carrickfergus Academy, we celebrate those who have great attendance. This is done in a number of ways including:

KS3	
Month	Reward
September – June	Attendance Shield awarded to Form Class at KS3 with the highest monthly attendance % Monthly reward of 2 achievement points for individuals with 100% attendance
December	Selection Boxes awarded to those pupils with 100% attendance
March/April	Easter Eggs awarded to those pupils with 100% attendance
June	100% Attendance badges awarded to pupils with 1/2/3 years' full attendance at KS3 Celebration Event Attendance Certificates for all pupils with 98%+ attendance for the academic year

KS4	
September - June	Launch of “100 Days with 100% Attendance” challenge Monthly reward of 2 achievement points for individuals with 100% attendance
October	100% Attendance badges awarded to pupils with 1 – 7 years’ full attendance at Distribution of Awards evening
December	Selection Boxes awarded to those pupils with 100% attendance
January	Presentation of Voucher for pupils with “100% Attendance across 100 days”
March/April	Easter Eggs awarded to those pupils with 100% attendance
June	Attendance Certificates for all pupils with 98%+ attendance for the academic year

Linked Documents

- (i) **Department of Education – School Attendance**

<https://www.education-ni.gov.uk/articles/school-attendance-0>

- (ii) **Department of Education – School Attendance Matters – A Parent’s Guide**

<https://www.education-ni.gov.uk/sites/default/files/publications/de/attendance-matters-a-parents-guide.pdf>

- (iii) **Carrickfergus Academy – Absence Form**

- (iv) **Carrickfergus Academy – Importance of Punctuality**