Integrated College Dungannon

ATTENDANCE POLICY FOR STUDENTS

Reviewed by the Vice Principal for Pastoral Care, June 2026

Agreed by Governors: 24th June 2026

ATTENDANCE POLICY

This policy reflects the guidance as given in the latest Department of Education Circular 2021/16.

Introduction

Regular 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. Integrated College Dungannon will strive to promote an ethos and culture which encourages good attendance and where each student will feel valued and secure.

Aims

1. To improve/maintain the overall attendance of students at Integrated College Dungannon.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and students.
4. To promote good relationships with the Education Welfare Service.

Roles and Responsibilities of the College

- The Principal at Integrated College Dungannon has overall responsibility for school attendance; The Vice-Principal should bring any concerns regarding school attendance to his attention.
- The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.
- Teaching staff regularly monitor the attendance and punctuality of students by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.
- To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the most recent Department of Education Circulars 2023/11 and Circular 2026 08 Young Carer.

Integrated College Dungannon is committed to working with parents to encourage regular and punctual attendance.

Roles and Responsibilities of the Parent

- Parents have a legal duty (under Article 45(1) of The Education and Libraries (NI) Order 1986) to ensure their child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.
- If a child is registered in school, their parent has a legal duty to ensure that they regularly attend that school.

- It is a parent's responsibility to inform the College by telephone or the School Gateway App of the reason for a student's absence on the first day of absence. If the absence is likely to be prolonged, this information should be provided to enable the College to assist with homework or any other necessary arrangements which may be required.
- Students are expected to be in Integrated College Dungannon prior to and ready for registration which starts at 9.05am. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and on a student's attendance record.
- If a child appears reluctant to attend College a parent should discuss the matter promptly with the Form Tutor, Head of Achievement or Vice-Principal to ensure that both the parent and the child receive maximum support.
- A student should only be absent for an unavoidable reason which would usually mean ill-health or family bereavement.
- Medical and dental appointments etc. should not be made during College hours. For emergency appointments parents/guardians should provide a detailed signed and dated note along with an appointment card for their child to show to their Form Tutor and Office Staff. This note should be signed and dated by the Form Tutor during registration and returned to the student. This note must also be shown at the College office when signing out.
- Other appointments such as hair and beauty appointments are not permitted during the College day.
- Following a period of absence, Parent/Guardian must inform the College of reason for absence. This can be done via the 'School Gateway' App. They can also monitor attendance via the App. Reasons for absence can also be provided by telephoning the College office, emailing the College info account or a written note provided to Form Teacher. It is a parent/guardian responsibility to ensure valid reasons are provided for all absences from College (including lateness after 9.05am).
- The practice of parents withdrawing students during term time to go on holiday is strongly discouraged due to the negative impact this has on students' learning. Work will not be provided for students during unscheduled term-time holidays. Family holidays taken during term time categorised as an unauthorised absence. Although unauthorised, we still strongly encourage parents to inform the College before going on an unauthorised holiday. Only in exceptional circumstances will a holiday be authorised.

Roles and Responsibilities of the Student

- To value education and attend all classes required by his/her timetable.
- To be punctual for College. Students must be in by 9.05am at the latest to ensure that they are in their registration rooms/assembly by 9.05am. A student arriving between 9.05 and 9.20am should still report to Form Tutor/Assembly. Students who arrive after 9.20am must report to reception, where they should sign in at inventry screen

providing reason for absence/late. Any student who is late for a valid reason must provide a note from a parent/guardian and give this to office/form teacher. A student who is late without a valid reason will receive an After-College detention on every fifth occurrence. A text is sent home if a student is late with or without a valid reason to inform parents. Each time a student is late, the number of minutes late is recorded on SIMS and parents updated.

- Students must remain on the College premises at all times throughout the College day. The exceptions to this rule are as follows:

(i) In the case of an unavoidable medical or dental appointment (note required from parent/guardian), a student, having first obtained the permission of his/her Form Tutor, must sign out at the College office, and sign back in on his/her return;

(ii) Collaborative students who leave to attend lessons with other educational providers.

- Post-16 students whose attendance rates fall below 85% will be closely monitored by Head of Achievement/Form Tutor with interventions put in place to support. Students entitled to EMA payment will not receive their payment as per the conditions of their signed Learning Agreement unless they have full attendance in all classes.
- Students, when ill, must follow College procedure, i.e., report to the office with a note from their teacher, who will refer students to First Aid, where illness will be verified and arrangements made for the student to go home if required. Students must then sign out at the office along with parent/guardian.
- Collaboration students may attend other education providers during the school day. Students at Post-16 level must sign in and out at the sixth form Study Centre. As is our legal obligation, we must have an up-to-date and accurate record at all times of all who is (and is not) on the College premises.

Roles and Responsibilities of Teaching staff

- To record student attendance, where possible within the first 10 minutes of the lesson, in every class using Lesson Monitor on a daily basis
- Inform the office of suspicious absences/discrepancies within the first 10 minutes.
- Welcome students on their return after being absent sending a clear message that they have been missed.
- Provide advice and support so that students can catch up on their work.
- Monitor student punctuality – use the Positive Behaviour for Learning policy procedures for those who are persistently late for class.
- To provide the names of students absent during registration but engaged in an authorised activity to the member of the staff responsible for attendance, so that students can be marked present for the duration.

Roles and Responsibilities of Attendance Officer

- Keep a register of daily absences/attendance and update it throughout the day.
- Inform relevant Teachers/Form Tutors/Heads of Achievement regarding students who are continually late to College.
- Use missing registration notifications on SIMS to ensure all electronic AM and PM registers have been taken.
- Inform Vice Principal for Pastoral Care and Student Wellbeing of those students known to be truanting.
- Provide on request, monthly, half termly and termly absence summaries for Form Tutors/Heads of Achievement/Vice Principal for Pastoral Care and assist with relevant paperwork.

Roles and Responsibilities of Form Tutors

- Mark the register daily for their form class using Lesson Monitor on SIMS.
- Ensure their form class are on time for registration to begin promptly at 9.05am.
- Speak to students who are late for registration (after 9.05am) and establish reasons for lateness. This may require a note from parent/guardian or making direct contact with parent/guardian. This includes students who are late after 9.20am and sign in at the office.
- When there is habitual lateness or patterns of lateness (e.g. arriving with other students, form teacher should ask office to send a message home informing parent. If this continues, form teacher should make direct contact with the parent/guardian and ensure the Head of Achievement is aware.
- All students who are not present at registration should be recorded as absent by the Form Tutor (even if they are engaged in an authorised activity e.g. work experience, educational visit etc.)
- Monitor student attendance, checking with the Attendance Officer to ensure reasons are supplied for absence. Speak to individual students in relation to periods of absence and to speak to all students regularly about attendance, offering pastoral support when attendance is a cause for concern.
- Monitor student absence patterns weekly (including classes missed for appointments etc) and pass on relevant concerns to Heads of Achievement.
- Contact parent/guardian after two days of student absence. For students where attendance is a cause for concern, it may also be appropriate to make contact on every day of absence.
- Log any contact with parent/guardian about attendance on CPOMS.
- In some exceptional cases, students will have long term absence, it would be appropriate to make at least once weekly contact to check in, get updates and offer any support.
- Sign and date appointment cards/absence notes from students.

- Remind students that reasons for absence should be provided via the 'School Gateway' App by parent/guardian. (See Appendix III).
- Ensure absences are all 'explained'. If they are unexplained (N code on SIMS), form teacher should speak to child and if there are a number of unexplained absences, make contact with parent to ensure they can update the reasons for absence and offer support.

Roles and Responsibilities of Heads of Achievement

- Produce weekly attendance reports for monitor and review and share with form teachers.
- Oversee rewarding good achievement at College and promote good attendance with students in their year group, form teachers and parents.
- Host Year Group Assemblies on promoting good attendance and punctuality at least twice per year and as and when is appropriate.
- Identify and monitor all students with attendance figures below 95% in year group and monitor individual absence patterns.
- Liaise with Form Teachers to clarify reasons for absence to review term targets for individuals.
- Interview students giving cause for concerns and set targets for improvement.
- Communicate with parents where lateness/absence is persistent, present the parent/guardian with a copy of the total numbers of hours/periods lost and discuss the implication for the student's education, integration into College life etc.
- Include a review of attendance/late patterns on the agenda for each Form Teacher meeting.
- Monitor students late to College and oversee relevant consequences.
- Meet with VP monthly and prepare written report using Department of Education Absence Tiers on Year Group attendance in preparation for Education Welfare monthly audit meeting.

  Tier 1a 'Regular Attendance' missing 0-4.9% (95-100% attendance)
  Tier 1b 'At Risk Attendance' missing 5- 9.9% (90-95% attendance)
  Tier 2 'Chronic Attendance' missing 10-19.9% (80-90% attendance)
  Tier 3 'Severe Chronic Attendance' missing 20% or more (less than 80% attendance)
  Department of Education: Guidance for Schools Monitoring and Reporting Pupil Attendance using Attendance Tiers
  (Appendix 6)
- Complete Education Welfare Referrals to be sent first to Vice Principal to review interventions to date.
- For students with chronic low attendance or who are experiencing 'Emotional Based School Non-Attendance' (EBSNA), HoA will oversee interventions and bespoke plans to support attendance. This is to be reviewed regularly in an agreed timeframe. This will be most effective when a multi agency/multi staff

approach is employed (e.g. Education Welfare, Head of CEIAG, SENCo, VP, CAMHS and any other external services involved), Students experiencing EBSNA should be on SEN Code of Practice.

- Ensure appropriate interventions at all levels, including meetings with students, assemblies, telephone calls to parent/guardian, setting up and chairing attendance meetings, sending absence letters home, (See Appendix I, Letter 1) and making arrangements/plans for students with chronic low attendance. NB: If parents/guardians do not supply reasons for absence after Letter 1 has been sent and a student's attendance rate falls below 85%, Heads of Achievement should speak to the Vice Principal for Pastoral Care to recommend an immediate referral to EWO (see Appendix II), and inform home of this step, using Appendix 1, Letter 2.

Roles and Responsibilities of Vice-Principal

- Ensure that all reasons for absence are recorded in SIMS by Attendance Officer.
- Liaise with the Attendance Officer, to identify those students with attendance figures at 85% and below.
- Meet with the Education Welfare Officer (EWO) regarding truancy, condoned absence or recurring short absences at monthly meetings and make referral to EWO. (See Appendix II).
- Liaise daily/weekly/monthly with Heads of Achievement regarding students with poor attendance/late patterns.
- Interview student alongside parents/guardians/HoA (where necessary and when other interventions have been exhausted) in school with EWO and set targets for improvement.
- Conduct a monthly attendance audit (as part of monthly report) and present to the Board of Governors.
- Vice Principal along with Heads of Achievement will analyse attendance data using absence tiers;*(Appendix 6)***.** This data will be shared with Heads of Achievement and agreed strategies put in place and targets for improvement. The analysis of tiers will be shared at discussed at Board of Governors level.
- Award students with 100% attendance record at annual Prize Days.
- Present a report on attendance at each Board of Governor's meeting.
- Set attendance targets annually and prepare, deliver and review relevant action plans.
- Liaise with HoA and other relevant agencies to ensure there is support in place for students who are experiencing Emotional Based School Non Attendance (EBSNA)
- Attend any Multi Agency Meetings for students with chronic low attendance and ensure appropriate interventions are in place and led by HoA.

Roles and Responsibilities of Education Welfare Service
The Education Welfare Service will strive to provide a service that recognises the uniqueness of the school and the community it serves and can support schools in a variety of ways:

- Liaise with identified school staff.
- Where a referral is accepted, undertake home visits, either pre-arranged or without notice as considered necessary.
- Work with identified groups of pupils.
- Where necessary will instigate legal proceedings on behalf of the ELB including parental prosecutions in the Court.
- Accept referrals that meet the EWS referral criteria, initiate contact with parents or carers and undertake assessments.
- Plan and review casework.
- Provide feedback to schools.
- Offer strategic/policy advice and support in relation to matters of attendance.
- Support schools in the establishment and management of school attendance panels.

Extended Leave
A new code "J" has been developed for "Extended Leave", to allow International students, for a limited period only (agreed with the College), to travel outside the UK without their attendance levels being adversely affected. Family holidays, either agreed or not agreed, are not to be coded using this code. The code may be used for the following purposes:

- Short-term parental placement/employment outside the UK
- A need to leave the UK for a specific complex family need such as:
- death of a relative;
- care for a sick relative;
- sibling or parent receiving medical treatment outside NI; or
- attend to immigration matters.

For this code to be used, the family concerned must make an application to the College, outlining the reasons for the request and the proposed period of extended
leave. Each request should be considered on an individual basis, taking into account the circumstances for which leave is sought, the student's attendance (and attainment) to date, previous similar requests and whether or not the student's specific needs will be met (both personally and academically) during the proposed absence.

The College will ensure that it is content with the information provided by the child's parent(s)/carer(s) before the template is completed (see Appendix IV) and the absence is recorded in SIMS. All approved applications must be sent to the Department of Education at attendance@education-ni.gov.uk.

International Students
When applying this policy to those students who have joined the College from other countries, correspondence with parents will be sent in the student's home language, whenever possible and/or necessary.

Study Leave
Study leave is granted only to Year 11-14 public examination candidates during the examination timetable. Public examinations are those which are authenticated or awarded by an outside person or organisation, and not internally by the College. The main examples of such examinations include GCSEs, A Levels and equivalent qualifications. Study leave is not used for internal examinations. Decisions on who is eligible for study leave are made by SLT.

~~Reduced~~ Flexible Timetable arrangements for a student
Integrated College may reduce the time students are in attendance for various reasons such as emotional, behavioural and welfare reasons under SEN or phased return after a long illness. Students will only be exempted9 from the statutory curriculum (reduced timetable) and assessment requirements on a temporary basis and after the College has carried out the appropriate procedures as outlined in the Education (Curriculum) (Temporary Exemptions) Regulations (NI) 1990 - Temporary Exemptions from the Statutory Curriculum and Assessments provisions for Individual Pupils

Dual Registration
The College will follow the guidance provided in Circular Number: 2016/22 - Guidance on the Enrolment Status of Pupils, including those subject to SEN and EOTAS Referrals, using Dual Registration (Date of Issue:17/11/2016), to ensure that the attendance of ICD students being educated in EOTAS or in collaborative schools through Entitlement Framework, is accurately taken, recorded, shared and monitored.

Monitoring and Evaluation
This policy and the procedures outlined within it, will be the subject of on-going review by staff at the College, along with Education Welfare Officer. The Heads of Achievement and the Vice-Principal in charge of attendance will review the targets for improvement and the success of the strategies for profiling high attendance on a daily/ weekly/ monthly/ termly and annual basis. Feedback will also be encouraged from students and parents.

Appendix I

KS3 – First Letter

Date:

Re: Attendance - First Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved. Attendance at school is linked to attainment and we are committed to ensuring the best possible outcomes for your child.
We ask that you continue to encourage your child to attend school regularly and, if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Once a child's attendance falls below 85%, we will have obligations to discuss this with the Education Welfare Service and we may be required to make a referral. This will be to ensure the appropriate support is in place for you and your child.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna

KS3 – Second Letter

Date:

Re: Attendance - Second Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved. Attendance at school is linked to attainment and we are committed to ensuring the best possible outcomes for your child.
We ask that you continue to encourage your child to attend school regularly and, if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Once a child's attendance falls below 85%, we will have obligations to discuss this with the Education Welfare Service and we may be required to make a referral. This will be to ensure the appropriate support is in place for you and your child.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna

KS3 – Second Letter

Date:

Re: Attendance - Third Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved. Attendance at school is linked to attainment and we are committed to ensuring the best possible outcomes for your child.
We ask that you continue to encourage your child to attend school regularly and, if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Once a child's attendance falls below 85%, we will have obligations to discuss this with the Education Welfare Service and we may be required to make a referral. This will be to ensure the appropriate support is in place for you and your child.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

Year 11 & 12 First Letter

Date:

Re: Attendance - First Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved.
We ask that you continue to encourage your child to attend College regularly and if they are absent, please provide a reason for absence on the School

Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Attendance at school is linked to attainment and there has been a direct correlation between low attendance and lower than expected GCSE results. We are committed to ensuring the best possible outcomes for your child and good attendance at College will be incremental in ensuring academic success. Please also be reminded that the minimum entry criteria for entry into sixth form at ICD is 90%.
Once a child's attendance falls below 85%, we will have obligations to discuss this with the Education Welfare Service and we may be required to make a referral. This will be to ensure the appropriate support is in place for you and your child.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

Year 11 & 12 Second Letter

Date:

Re: Attendance - Second Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved.
We ask that you continue to encourage your child to attend College regularly and if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Attendance at school is linked to attainment and there has been a direct correlation between low attendance and lower than expected GCSE results. We are committed to ensuring the best possible outcomes for your child and good attendance at College will be incremental in ensuring academic

success. Please also be reminded that the minimum entry criteria for entry into sixth form at ICD is 90%.
Once a child's attendance falls below 85%, we will have obligations to discuss this with the Education Welfare Service and we may be required to make a referral. This will be to ensure the appropriate support is in place for you and your child.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

Year 11 & 12 Third Letter

Date:

Re: Attendance - Third Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved.
We ask that you continue to encourage your child to attend College regularly and if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Attendance at school is linked to attainment and there has been a direct correlation between low attendance and lower than expected GCSE results. We are committed to ensuring the best possible outcomes for your child and good attendance at College will be incremental in ensuring academic success. Please also be reminded that the minimum entry criteria for entry into sixth form at ICD is 90%.
Once a child's attendance falls below 85%, we will have obligations to discuss this with the Education Welfare Service and we may be required to make a referral. This will be to ensure the appropriate support is in place for you and your child.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or

Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

6th form – First Letter

Date:

Re: Attendance - First Letter

Your child's current attendance is XX %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved.
We ask that you continue to encourage your child to attend College regularly and if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Attendance at school is linked to attainment and we are committed to ensuring the best possible outcomes for your child. Criteria for entry into sixth form is 90% attendance. Once attendance falls below this, it is likely attainment will be impacted. Please contact the College to discuss your child's attendance with their Form Teacher and/or Head of Achievement.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

6th form – Second Letter

Date:

Re: Attendance - Second Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved.
We ask that you continue to encourage your child to attend College regularly and if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Attendance at school is linked to attainment and we are committed to ensuring the best possible outcomes for your child. Criteria for entry into sixth form is 90% attendance. Once attendance falls below this, it is likely attainment will be impacted. Please contact the College to discuss your child's attendance with their Form Teacher and/or Head of Achievement.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

6th form – Third Letter

Date:

Re: Attendance - Third Letter

Your child's current attendance is xxxx %
We understand that there are many reasons for absenteeism so we want to ensure all support is in place to ensure this attendance can be improved.
We ask that you continue to encourage your child to attend College regularly and if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
Attendance at school is linked to attainment and we are committed to ensuring the best possible outcomes for your child. Criteria for entry into sixth form is 90% attendance. Once attendance falls below this, it is likely attainment will be impacted. Please contact the College to discuss your child's attendance with their Form Teacher and/or Head of Achievement.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

Open Case EWS Attendance Letter 1

Date:

Re: Attendance -

Your child's current attendance is xxxx %
Your child is already an open case to the Education Welfare Service and attendance continues to be a concern. Please ensure to keep in regular contact with your Education Welfare Officer if you are struggling with your child's attendance and require support.
We ask that you continue to encourage your child to attend school regularly and, if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

Open Case EWS Attendance Letter 2

Date:

Re: Attendance (Letter 2)

Your child's current attendance is xxxx %
Your child is already an open case to the Education Welfare Service and attendance continues to be a concern. Please ensure to keep in regular contact with your Education Welfare Officer if you are struggling with your child's attendance and require support.
We ask that you continue to encourage your child to attend school regularly and, if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal

Open Case EWS Attendance Letter 3

Date:

Re: Attendance (Letter 3)

Your child's current attendance is xxxx %
Your child is already an open case to the Education Welfare Service and attendance continues to be a concern. Please ensure to keep in regular contact with your Education Welfare Officer if you are struggling with your child's attendance and require support.
We ask that you continue to encourage your child to attend school regularly and, if they are absent, please provide a reason for absence on the School Gateway App. If they are likely to be absent for a prolonged period or there are any changed medical needs, please contact the College directly and let us know.
We understand that there are many factors that can impact our young people today and subsequently impact attendance. We want to ensure that all support is in place to help. Please contact your child's Form Teacher and/or Head of Achievement to discuss your child's attendance and any support that can be offered.
Please find enclosed a leaflet on *'School Attendance Matters: A Parents Guide'* for your reference.
Thank you for your continued support.

Yours sincerely,

Miss M McKenna
Vice Principal