

What can parents do to help?

Make sure your child goes to school regularly, including half days at the end of the term. If you feel there is a problem, contact the school.

What can school do to help?

Staff will encourage good attendance and keep an accurate record of your child's attendance.

We will offer advice and assistance should difficulties arise.

How can the Educational Welfare Service help?

The Educational Welfare Officer (EWO) works closely with the school monitoring attendance patterns. Where difficulties are identified or reported, the EWO offers advice and support. The EWO can arrange a home or school visit to discuss appropriate solutions.

Should you have any queries regarding matters of attendance, please contact the EWO at school by telephoning the school office

OR

contact your child's Form Tutor, Head of Year or a Vice Principal.

Attendance Certificates

Awarded each year to our pupils

Gold Certificate 97% - 100%

Silver Certificate 95% - 96.9%

Bronze Certificate 92% - 94.9%

Truancy Call

We use Truancy Call, which is an automatic communication system that will contact you directly by phone if your child is marked absent at registration.

Glengormley High School Specialist ICT Academy



A Guide to School Attendance

**Glengormley High School
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Newtownabbey
BT36 5HP**

**Phone: 028 9083 7223
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Why Good Attendance?

The Governors and staff want to ensure the best possible education for every pupil in our care.

A high standard of attendance is critical in helping us reach this goal.

- **Pupils with 90% attendance mean that they are absent from lessons for the equivalent of one half day every week**
- **If a pupil's attendance is 90% continually throughout their time at Glengormley High School, over 5 years they will miss the equivalent of about one half of a school year**
- **Research suggests that 17 days missed from school equates to a full GCSE grade. The more a pupil is missing from school they will achieve fewer A* - C or A* - G grades.**

What the Law says

Parents are required by law to ensure that their children receive full time education, usually by regular attendance at school.

If a child of compulsory school age who is registered at school fails to attend regularly, his/her parent may be guilty of an offence.

Absence

Illness – If your child is ill, contact the school by telephone on the first day of illness. This should be followed on return to school with a note for school records.

It is in your child's best interests not to miss school unless this is absolutely necessary. Absences do affect school work and individual development. All work missed through absence must be completed.

Holidays – Parents are strongly urged not to book family holidays in term time.

For any other type of absence please contact school on the first day or in advance whenever possible.

Absences will not be authorised for shopping, looking after family members, or any work (paid or unpaid).

Rights of Responsibilities

Parents

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed, properly equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school on the first day of absence – usually by phone, followed up by a note.

Pupils

Pupils are expected to maintain their attendance at the highest level. Pupils who experience attendance difficulties will be offered prompt support from the pastoral staff in school and the Education Welfare Officer.

School

The school employs a range of strategies to encourage and reward good attendance. We will promptly investigate all absences and latecomers, liaising closely with parents when necessary. Staff will respond to absenteeism firmly, consistently and with care.