



# HAZELWOOD

## INTEGRATED COLLEGE

### Attendance Policy

**Policy Responsibility:** AP Attainment and Progression

**Ratified by:** Board of Governors

**Date Ratified:** May 2026

**Next Review Date:** May 2027

## Our Vision: The Future We Are Building

At Hazelwood Integrated College, our vision is to be an *inclusive* and supportive school, where everyone is valued, motivated, and empowered to succeed.

## Our Mission:

At Hazelwood Integrated College, we are committed to nurturing a community where every individual can GROW.

We celebrate Gratitude by recognising the value in others, foster Resilience by encouraging persistence and determination, provide Opportunities that are inclusive for all, and spark Wonder by inspiring curiosity and a love of learning. Through this, we aim to create an environment where everyone is valued, motivated, and empowered to achieve their fullest potential.



We create an environment where everyone is valued, motivated, and empowered to achieve their fullest potential through four core commitments:

**G**

**R**

**O**

**W**

### Gratitude

We recognise the value in others and appreciate the support and opportunities we are given.

### Resilience

We encourage persistence and determination, helping pupils develop the strength to bounce back and learn from challenges.

### Opportunities

We provide a wide range of academic, creative, and extracurricular opportunities that are inclusive for all.

### Wonder

We inspire curiosity and a lifelong love of learning, sparking the natural drive to question, explore, and create.

## **Introduction**

If a child of a compulsory school age is registered at a school, it is essential that they attend school regularly and maintain a pattern of good attendance throughout their school career.

Excellent attendance at school is important to allow a child or young person to fulfil their potential.

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that’s nearly four school weeks. *Appendix 2.*

Failure to attend school can also present a considerable safeguarding risk.

### **Give your child the best start in life — every school day counts.**

This policy is reviewed annually.

## **Role of the School**

The principal has overall responsibility for school attendance.

Staff, in accordance with school procedures, should bring any concerns to all stakeholders.

The Board of Governors provide support by reviewing school attendance figures regularly.

Staff will accurately record, maintain and monitor school attendance in line with departmental guidance. More information can be found below

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

All absences will impact students’ attendance figures. These absences can be deemed authorised or unauthorised, for example:

- **Authorised:** illness, medical appointments, bereavement...
- **Unauthorised:** holidays during term time, unexplained absence, refusal to attend...

## **Role of Parents and Students**

Parents have a legal duty to ensure:

*Every child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs he/she may have, either by regular school attendance or otherwise.*

*(Education and Libraries (Northern Ireland) Order 1986)*

It is a parent/guardian’s responsibility to inform the school of the reason for a pupil’s absence on the first day of absence. If the absence is likely to be prolonged, this information should be provided to the school. Parents should inform school by 9:30am on the first day of absence.

Pupils are expected to be in school at 8.55am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and recorded on your child's attendance record.

If your child appears reluctant to attend school, please discuss the matter promptly with the Form Tutor or Head of Year to ensure that both you and your child receive maximum support.

Each pupil at Hazelwood Integrated College has a duty to ensure that they attend school punctually and regularly.

## **Absence Procedures**

**Registration will be taken each morning at 9:00am by form tutors** and appropriate codes will be entered. Absences will be recorded as authorised or unauthorised based on the departmental guidance cited above.

Parent Call will automatically contact the parents of any student marked absent by 11:00am.

The form tutor will make initial contact via text or call if no explanation has been provided for absence.

**Tutors check daily attendance and weekly patterns.**

**Heads of Year review attendance dashboards weekly.**

**AP completes termly reports to SLT and Governors**

Continued unexplained absence will initiate the school's procedures below. These are based on the new tiered system of recording absence. These procedures are not exhaustive and are subject to change.

### **Tier 1 A (95 – 100%)**

- Tutor informal conversation.
- Tutor asks for explanation of absences from student.
- Tutor asks office to send a parent text home for unexplained absences.

### **Tier 1B (90 – 94.9%)**

- Tutor parental call for continued unexplained absences.
- Head of Year to action Attendance Letter 1 or 2
- Head of Year parental call.
- Attendance group intervention.

### **Tier 2 (80 – 89.9%)**

- Head of Year parental interview
- Head of Year to initiate EWS (Education Welfare Service) referral.
- Assistant Principal parental call
- Assistant Principal to action Attendance Letter 2
- Official EWS referral
- EWS in school meeting with student and parent

### **Tier 3 (below 80%)**

- Assistant Principal parental interview
- Assistant Principal EWS meeting
- Care Team referral if appropriate.

### **Truancy**

If a student is believed to be truanting school or lessons, the schools' Absconding Procedures will be followed. *Appendix 1*

### **Punctuality**

Registration is from 9:00am to 9:25am / 9.00-9.15am. If a child arrives late to registration they will be marked as 'L' for late or 'N' as missing from school. A detention will be applied to those students who are repeatedly late to school. If necessary, the matter will be escalated to the attention to the Senior Leadership Team.

**If students arrive in school after form class, it is their responsibility to report immediately to the General Office to be marked as present.**

### **Rewards and recognition**

In Hazelwood we encourage all our students to be a "Hazelwood Hero". *Here. Everyday. Ready. On-time.*

Weekly, monthly, termly and annually we not only reward excellent attendance, but also improving attendance.

More information on our rewards can be found on our social media sites and in the schools positive behaviour policy.

### **Statutory Reporting**

If a student's attendance falls below 85%, a referral will be made to the **Education Welfare Service**.

The Education Welfare Service will support staff and parents in developing and implementing strategies to address or improve school attendance.

Once a Welfare Officer has been assigned, the following may occur:

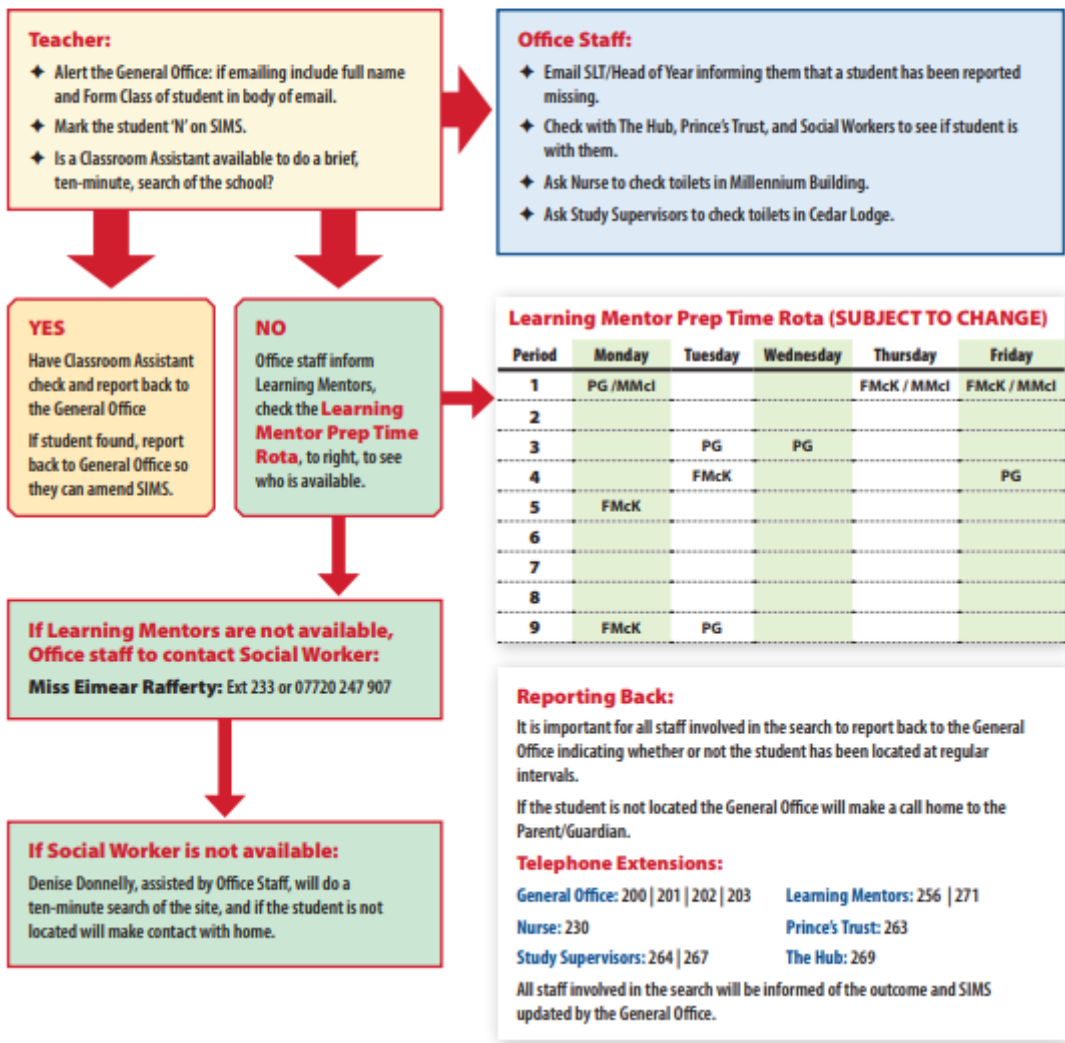
- a) Regular home visits from the Education Welfare Officer with advice, support and strategies for improvement.
- b) Attendance/interviews at the Education Welfare Offices.
- c) Intervention by other external agencies. i.e. GP, Educational Psychologists, Barnardo's, Social Services, SAM (School Aged Mother's Programme) LAC (Looked After Children), TESS (Traveller Education Support Service), IDS (Inclusive Diversity Service for Newcomers).
- d) Court appearances initiated by the Education Welfare Service.

## **How Can Parents Help?**

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Ensure your child arrives at school on time — not late.
- Arrange dental and medical appointments outside of school hours when possible.
- Always inform the school if your child is absent due to illness — this should be followed up with a written note when your child returns to school (proforma in Information for Parents section in the Student Planner).
- Take family holidays outside of term time.
- Take truancy seriously — if your child is not attending school as you expect they may be putting themselves at risk.
- Talk to your child about school and take an interest in their schoolwork (including homework).
- Attend parent evenings and school events.
- Praise and renew your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.
- **Discuss any problems or difficulties with the school — staff are here to help and will be supportive.**

# ABSCONDING STUDENT PROCEDURES

- ◆ Lesson Registration should be taken within the first ten minutes of class.
- ◆ Prior to the event, students involved in Interventions, Sporting Events, Careers Events, Prince's Trust, Support, etc. must be marked on SIMS. 'Present' marks include: 'W' (Work Experience), 'V' (off-site Visit) or 'P' (all other authorised out of class activities).



**APPENDIX 2**

<b>100% Attendance</b>	0 Days Missed	<b>EXCELLENT</b>
<b>95% Attendance</b>	9 Days of Absence 1 Week and 4 Days of Learning Missed	<b>SATISFACTORY</b>
<b>90% Attendance</b>	<b>19 Days of Absence</b> 3 Weeks and 4 Days of Learning Missed	<b>POOR</b>
<b>85% Attendance</b>	<b>28 Days of Absence</b> 5 Weeks and 3 Days of Learning Missed	<b>UNACCEPTABLE</b>
<b>80% Attendance</b>	<b>38 Days of Absence</b> 7 Weeks and 3 Days of Learning Missed	<b>UNACCEPTABLE</b>
<b>75% Attendance</b>	<b>46 Days of Absence</b> 9 Weeks and 1 Day of Learning Missed	<b>UNACCEPTABLE</b>