



'RESPECT RESPONSIBILITY EXCELLENCE'

NEWRY HIGH SCHOOL

9th November 2016

Dear Parents / Guardians

Re: Attendance and updated signing in and out procedures

I hope this letter finds you all in good health and well rested after the recent holiday.

I wish to inform you that we are updating our school attendance policy together with our "signing in and out procedures". The old "chit" system is no longer fit for purpose and we will, as of today, be using our school SIMS system to monitor attendance more carefully.

Newry High School and the Department of Education advise that pupils must be in school for 95% of the school year as clearly outlined in the "Attendance Matters" leaflet distributed to all parents in September 2016. Children should only miss school under exceptional circumstances or when they are genuinely too ill to attend. Repeated poor attendance will result in a referral to the Education Welfare Officer who will subsequently arrange to visit you at home.

If a child is absent from school, we ask that parents/guardians send in a note with the pupil on the day they return which must be given to their tutor. Parents/Guardians may also phone the school and speak to Dawn to advise her of the reason for absence.

We advise parents to avoid booking appointments during the school day, however understand that this is not always possible. If you need to take your child out of school please follow the procedures listed below:

1. All parents (including those of A level students) must complete one of the slips included with this letter and send it in with the student who will give it to their form tutor.
2. Parents must come into the reception area to collect their son/daughter and sign him / her out of school at the specified time. No students (except those in Year 13 and 14) will be permitted to leave school unless a parent or other designated adult signs them out.
3. When the appointment is over, students should be returned to the school reception area and signed back in.
4. Students must catch up on work and homework they miss due to an appointment.

I am currently in the process of drafting out a new attendance policy. Once this is finalised and ratified by the Board of Governors it will be made available on the school website.

I would like to take this opportunity to thank you for your continued help and support. If you have any questions regarding this new procedure or any other matters regarding school attendance, please do not hesitate to contact me.

Regards

Mr R Melaniphy
Vice Principal