

St. Patrick's Primary & Nursery School, Mayobridge

PUPIL ATTENDANCE POLICY

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.

St. Patrick's Primary & Nursery School will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure in keeping with our Mission Statement as follows:

**Christ is the reason for this School,
The unseen but ever present Teacher in its classes,
The model for its staff
The inspiration for its children**

Aims

1. To improve/maintain the overall attendance of pupils at St. Patrick's Primary & Nursery School.
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 pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Principal of St. Patrick's has overall responsibility for school attendance; teachers/designated staff will bring any concerns regarding school attendance to his/her 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 pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02, which can be found at the following link:

<http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm>

St. Patrick's is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty 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 school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 9.05 am for registration and the beginning of classes. It is the responsibility of parents to ensure that their child is punctual.

Lateness is recorded at registration and on the child's attendance record.

If your child appears reluctant to attend school please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at St. Patrick's must attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian must be provided to your teacher when you return.

Absence Procedures

All Parents/Guardians are required to provide a written explanation regarding absence. This can be either sent in with the child on return, submitted to the School Secretary, or emailed to abrownlow785@c2kni.net or mryan988@c2kni.net.

Parents/Carers will be notified when no explanation is provided regarding a child's absence (see Appendix 1)

Family holidays during Term Time

St. Patrick's discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

Procedures for Managing Non-attendance

Where a teacher has a concern regarding any aspect of Non Attendance, this will be passed to the Principal in the first instance, monitored carefully and referred to the school's Designated Education Welfare Officer where and when deemed appropriate.

Education Welfare Service

Education and Library Boards (ELBs) through the Education Welfare Service (EWS) have a legal duty to make sure that parents meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Implementation of this Policy will be monitored by the Principal and Senior Leadership Team, in consultation with staff, parents and children. Feedback from

ongoing monitoring will inform amendments. New ideas and strategies will be incorporated accordingly. This policy will be formally evaluated and reviewed every two years i.e. November 2018.

Signed: M Ryan (Principal)

N. Lynchehaun (Chair, Board of Governors)

Date: November 2016

Appendix 1

St. Patrick's Primary & Nursery School, Mayobridge

Date: _____

Dear _____

Your child _____, Primary _____

was not in attendance at school on _____.

Please provide an explanation of absence in keeping with the School's Attendance Policy.

Yours sincerely

_____ (Class Teacher)

(Please complete and return)

REASON FOR ABSENCE

My child _____, Primary _____ was not at
school on _____ because _____

Signed: _____

Parent/Carer