

WOODS PRIMARY SCHOOL



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.

Woods Primary School will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

We are committed to providing a safe, child-centred, high quality learning environment in which children are motivated, challenged and supported so they can become lifelong learners. We believe that we all need to work together and co-operate with each other in an atmosphere of mutual respect and support for the benefit of all.

AIMS

1. To improve/maintain the overall attendance of pupils at Woods Primary 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 Education Welfare Service.

ROLE OF THE SCHOOL

The Principal of Woods Primary School has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to 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 meetings on a regular basis.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded on SIMS at the beginning of morning and afternoon registration using the C2k codes detailed in Appendix 1.

To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2021/16:

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Update%20to%202021%2016%20-%20Attendance%20Guidance%20%26%20Absence%20Recording%20By%20Schools.pdf>

Woods Primary School is committed to working with parents to encourage regular and punctual attendance.

ROLE OF THE PARENT/GUARDIAN

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 may have, either by regular school attendance or otherwise.

(Education and Libraries (Northern Ireland) Order 1986)

If a child is registered in school, their parent/guardian has a legal duty to ensure that they regularly attend school.

Pupils are expected to be in school at 9 am for registration and the beginning of classes. It is the responsibility of parents to ensure that children are punctual. Lateness is recorded at registration and recorded on your child's attendance records. When pupils arrive late it makes things difficult for everyone. The teacher has to stop and wait for the latecomer to settle down and the rest of the class is disrupted. The latecomer misses the first part of the day and often feels uncomfortable and embarrassed. Latecomers should be accompanied by a parent/guardian to the school office where the secretary will sign them in and ensure they get to their class safely. If the secretary is not in the office then a parent should report to the Principal or class teacher.

Please remember it is a parent's responsibility to ensure that their children arrive in the school building safely.

If your child appears reluctant to attend school, parents are asked to discuss the matter promptly with the class teacher or Principal to ensure that both the parent and child receive maximum support.

ROLE OF PUPILS

Each pupil at Woods Primary School has a duty to ensure that they attend school punctually and regularly.

Classes start at 9.00 am each morning. The school door opens at 8.45 am. It is important that your child arrives in school on time. Pupils should make their way to class safely and follow the morning routine agreed with the teacher.

ABSENCE PROCEDURES

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. Parents should phone the school and inform the secretary of their child's absence. This should be confirmed with a written note, which provides a clear reason for absence, when the pupil returns to school. An absence notification form is available on the school website (Appendix 2). 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.

MEDICAL APPOINTMENTS

If a child needs to be removed from school to attend a medical/hospital appointment they should, where possible, attend school either before or after the appointment. Parents should endeavour to make all medical appointments after school hours whenever possible.

ABSENCE DUE TO ILLNESS

Woods Primary School follows the guidance set out by the Public Health Agency on infection control in schools and other health care settings. Parents are expected to follow the guidance below which states the period of time a child should be absent from school when suffering from certain illnesses. Parents are also asked to notify the school if their child is suffering from any of the illnesses below.

Period of time your child should be kept **off school**:

ILLNESS	GUIDANCE RECOMMENDATIONS
Chicken Pox	5 days from onset of rash
German Measles	6 days from onset of rash
Measles	4 days from onset of rash
Impetigo	Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment
Scarlet Fever	24 hours after commencing appropriate antibiotic treatment
Diarrhoea and/or vomiting	48 hours after the last episode of diarrhoea and/or vomiting
Flu	Until recovered
Mumps	5 days from onset of swelling

FAMILY HOLIDAYS DURING TERM TIME

Woods Primary School 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**.

Children who are absent from school due to a holiday during term time will miss out on important learning. Teachers will **not** be able to provide school work for any periods of holiday absence.

Educational experiences in school missed as a result of a family holiday cannot be recaptured later.

PROCEDURES FOR MANAGING NON-ATTENDANCE

Woods Primary School firmly believes in the importance of regular attendance at school for effective learning to take place and good progress to be made, therefore attendance is closely monitored by the school secretary and Principal.

Non-Attendance is managed in the following ways:

- The secretary and/or class teacher will notify the Principal if there are any concerns regarding a child's attendance during the school year.
- The Principal will check the attendance on a termly basis.
- Parents will be contacted (via telephone or letter), if any child's attendance has fallen below 90%, to remind them of the importance of regular attendance at school and to inform them of her duty to report attendance of under 85% to the Education Welfare Officer (EWO).
- If a child's attendance has improved by the end of the following term the principal will praise the child to recognise the improvement in attendance.
- The Principal will report all incidents of attendance below 85% to the Education Welfare Officer and work in conjunction with him/her, the child and the parents to ensure the child's attendance improves.

EDUCATION WELFARE SERVICE

Education Authorities through the Education Welfare Service have a legal responsibility to make sure that parents meet their responsibility towards their children's education.

Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service (EWS) will support staff and parents in developing and implementing strategies to address or improve school attendance.

REWARDING SCHOOL ATTENDANCE

Woods Primary School firmly believes in recognising and rewarding all achievements and attendance is no exception. All children who achieve a year's full attendance will receive a certificate at Prize Day at the end of the school year. We will also award certificates for excellent attendance where a child has only missed up to 2 days in a school year.

Signed: _____ (Principal)

Signed: _____ (Chairperson to Board of Governors)

Last Reviewed: 5 May 2022



Absence Notification Note

Please note: This form must be completed for each period of pupil absence and returned to the school immediately

Name of Pupil: _____

Class: _____

Date(s) of Absence: _____

Reason for Absence:

Signed: _____ (Parent) _____ (Date)