

Ebrington Primary & Nursery School



Attendance Policy 2019-2020

To be reviewed 2019-2020 unless there is significant change in the school practice or policy

Signed _____ (Chair of Governors)

Date _____

ATTENDANCE POLICY

Ebrington Primary & Nursery School recognises that punctual and regular attendance is an essential prerequisite to effective learning and is therefore committed to maintaining high levels of attendance and punctuality.

To this end we in Ebrington PS & NS actively promote a teaching and learning ethos which encourages all pupils to attend whatever their level of ability or need.

Children are expected to attend school for 190 school days each year. Attendance is recorded on the Computer Attendance Module (SIMS-morning and afternoon sessions) and this shows whether the pupil is present, engaged in an approved activity off site or absent.

If a pupil is absent every half day absence has to be classified by the school as either authorised or unauthorised. Only the school can authorise the absence, not parents/carers. For this reason information about the cause of each absence is required in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given.

This includes:

- Parents/carers keeping pupils off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a registration mark for morning session.

Children who are representing the school in a competition or perhaps taking a music, dance or drama examination organised by the school will be recorded as having attended school. Absences due to attendance at non-school organised activities (drama, dance, music) will be recorded as an Authorised Absence.

There are three steps parents should follow in relation to any absence planned or unplanned, brief or otherwise:

A- Contact the school by telephone on the first morning of the absence and inform the school the reason for and expected length of the absence

B- Keep the school informed if the absence is going to be more prolonged than initially anticipated

C- On return to school provide teacher with written explanation for the absence. Forms are provided to parents as part of the 'welcome pack' at the start of the year, and more can be given on request.

Medical/Dental appointments, where possible, should be taken outside school hours. If an appointment has to be made during school hours a written explanation must be provided stating clearly the time of the appointment. If a child attends an appointment during school hours a present mark is awarded providing the child returns to school for the remainder of the school day.

It is hoped parents/carers, school staff and statutory authorities can work closely to overcome any problems which may affect a pupil's attendance. If a pupil is reluctant to attend it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This will only give them the impression that attendance does not matter, and may make matters worse.

Parents are furnished with details of the school holidays at the beginning of the school year. The school discourages parents from taking children on holidays during term due to the impact on pupils' learning. Parent/Carers must contact the school prior to booking any holiday to explain the need to remove a pupil from school during term time. The contact should be in the form of a letter addressed to the Principal. Any holidays in term time are considered unauthorised absences. Children will not be given work by their teacher to complete during the holiday absence.

All children should be in school by 8.50am. A full attendance involves being present the entire school day. A record is kept of all late arrivals. Children arriving after 9.00 report to the office to have their time of arrival recorded and those arriving after 9.15am and 1.20pm will be marked absent for the appropriate session. If a child goes home in the morning due to illness he/she will be marked absent for the afternoon session.

Class teachers have an important role to play in managing attendance by marking the attendance register daily, collecting absence notes and identifying pupils with irregular attendance patterns. Teachers can speak to pupils about their attendance and to parents about their child's attendance. They can also bring any matter prevalent to the attention of the principal. They will also promote class attendance through curriculum activities.

Schools have a legal responsibility to report any pupil whose absence falls below 85% or where there has been an absence of more than 10 days and where it is proved impossible to make contact with a parent or carer.

100% Attendance	0 days missed	Excellent
95% Attendance	9 days of absence 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of absence 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 days of absence 5 weeks and 3 days of learning missed	Very poor
80% Attendance	38 days of absence 7 weeks and 3 days of learning missed	Unacceptable
75% Attendance	46 days of absence 9 weeks and 1 day of learning missed	Unacceptable

The table above is based on DENI guidance – School Attendance Matters – A Parent’s Guide.

In the course of the school year the Principal monitors pupils’ attendance. If a pupil’s attendance falls below 95%, with no contact having been made from parents, then a phone call will be made by the principal. If it falls below 90%, parents will receive a letter from the school informing them of their child’s attendance level.

When attendance falls below 85% the school is obliged to bring the matter to the attention of the school’s Educational Welfare Service which will offer support in resolving the attendance issue.

The school will also communicate with Parents whose child has more than five late arrivals during a calendar month (Appendix 2).

The Board of Governors, through regular meetings, will be made aware of any attendance issues.

Ebrington Primary & Nursery School’s Attendance Policy will be monitored annually by the Principal and the outcomes of any evaluation recorded in the Annual Report of the Board of Governors



Ebrington Primary & Nursery School

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Principal: Mr B F Guthrie, BA Hons ED PQH

**** April

The Parent of: xxxxxxxxx

Dear Parent

In Ebrington Primary & Nursery School we are committed to maintaining high levels of attendance and punctuality.

It is now school policy to inform parents if their child's attendance falls below 90%.

At (date of month/year) xxxxxx attendance was at *****%.

The Educational Welfare Service requests details of pupils whose attendance falls below 85%.

I understand there may be a genuine reason for the absence from school. However I trust you will ensure your child's school attendance is a priority.

Yours sincerely

Mr B F Guthrie
Principal



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**** April

The Parent of: xxxxxxxxxxxx

Dear Parent

In Ebrington Primary & Nursery School we are committed to maintaining high levels of attendance and punctuality.

It is now school policy for parents to be notified if a child has more than 5 late arrivals in a calendar month.

xxxxxxx has been late for school (arriving between 9:05am and 9:35am) on ** occasions during the month of *****.

A late arrival is disruptive for both the child who has arrived late and the remainder of the class.

With this in mind I ask you to ensure that xxxxxxx arrives at school by 8:50am each day.

Yours sincerely

Mr B F Guthrie
Principal