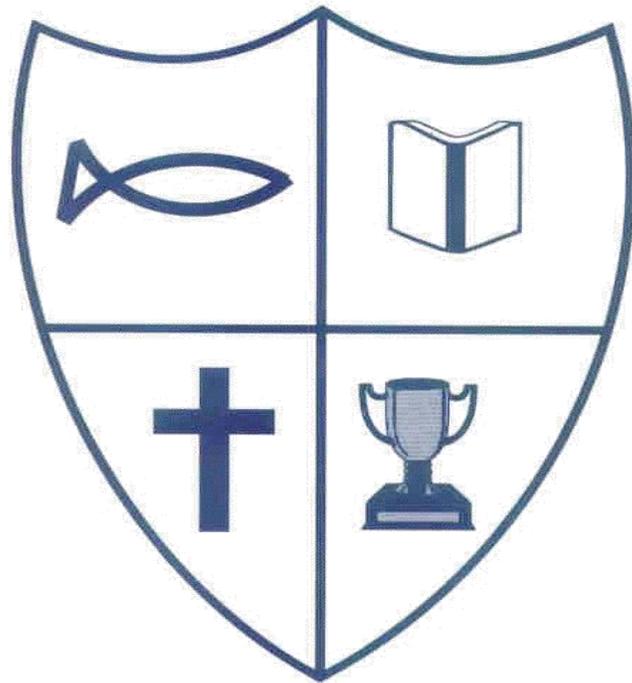


Attendance Policy

Aughnacloy Primary School



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.

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

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Article 3

“Children have the right to have their welfare considered paramount in all decisions taken about them.”

Article 4

“Governments must do all they can to fulfil the rights of every child.”

Article 28

“Every child has a right to an education”

Aims

1. To improve/maintain the overall attendance of pupils at Aughnacloy 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 Mrs Jane Clarke has overall responsibility for school attendance. Staff 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 at the beginning of morning and afternoon registration.

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 2017/15

www.education-ni.gov.uk/publications-201715-attendance-guidance-and-absence-recording-by-schools

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

Role of 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 that school.

Role of Pupils

Each pupil at *Aughnacloy Primary School* has a duty to ensure that they 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.

ARRIVE ON TIME, LEAVE ON TIME

School begins at 8.45 am. It is important that your child arrives at school on time. 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 may feel uncomfortable and embarrassed. Similarly, when a child is picked up late repeatedly, this causes concern for the child and issues for teachers who have duties when the children leave.

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. Where possible, children should be in school by 8.40am, to get organised for school starting at 8.45 am.

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

IF YOUR CHILD IS ABSENT

Regular attendance at school is the responsibility of parents. If your child cannot go to school for any reason, please contact the school to let us know, preferably by telephone / message your child's class teacher on Dojo, by 9.00am, on the morning of absence. If staff are unable to answer the phone, please leave a message on the answer machine. There will be a form for each parent to fill in explaining their child's absence on our new bespoke App. 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. If your child has frequent periods of absence the school may write to you about this matter or you could be contacted by an Education Welfare Officer.

Your child should only be absent from school if medically unfit to attend or due to a family bereavement. It is not acceptable for children to be absent because it is their birthday, to go on shopping trips or to look after younger brothers and sisters.

Family holidays during Term Time

Aughnacloy 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. No work or homework will be given. No additional work or homework will be given during the period of your holiday nor during the period of isolation on returning. (COVID)

Procedures for Managing Non-attendance

Aughnacloy Primary School firmly believes in the importance of regular school attendance for learning and contentment at school, therefore attendance is closely monitored by the school secretary and principal.

Non-Attendance is managed in the following ways:

If an absence note has not been provided upon a child's return, the school secretary will send home a letter requesting such.

The secretary and / or class teacher(s) will notify the principal if there are any concerns with regards to attendance during the school year.

The principal will check attendance on a termly basis and speak to the parents of any child whose attendance has fallen below 90% to remind them of the importance of regular attendance and to inform them of her duty to report attendance of under 85% to the EWO (Education Welfare Officer).

The principal will report all incidents of attendance below 85% to the EWO and work in conjunction with him/her, the child and the child's parents to en-sure the child's attendance improves.

Education Welfare Service

Education and Library Boards 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.

COVID-19 Amendment - August 2020

The New School Day framework for the restart of schools issued on 13/8/20 stated it was now “appropriate for all pupils to return to school during the week commencing 31 August” and school attendance from that date is considered to be mandatory.

ARRIVE ON TIME, LEAVE ON TIME - COVID AMMENDMENTS

School officially begins at 8.45 am. Due to COVID restrictions arrival to school will be between 8.30am and 9.00am, to allow for 2m social distancing. **Only one parent should come with a child** to school to minimise the number of adults on site

Pickup times

P.1 children will be picked up at 1.35pm. daily

P.2 children will be picked up at 1.45pm. daily

P.3 children will be picked up at 1.45pm. - Tuesdays & Thursdays

P.3 children will be picked up at 2.40pm. - Monday, Wednesday & Friday

P.4-P7 children will be picked up at 2.45pm.2.50pm - daily in order from youngest to oldest classes

It is important that parents adhere to the drop off/collect times and allow themselves time to park and collect their child promptly on time. Only one parent should come to pick up a child to school to minimise the number of adults on site. Older siblings can leave with younger siblings. Parents will wait in their car until their child’s class is brought outside. Avoid parking at the front gate at 2.45pm. This will be the bus pick-up point.

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

Children who should not attend school.

- **If they have ANY respiratory symptoms as per advise from Chief Medical Officer NI Dr Michael McBride - 19/8/20**
- **Children who are extremely clinically vulnerable should discuss with school**

- Children who live with someone who is extremely clinically vulnerable are expected to return to school, but may wish to contact school to discuss this
- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should self-isolate for 7 days
- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 14 days

Pupil Who Develop Symptoms on Site

If a pupil develops symptoms of COVID-19 while at school should follow the procedures set out in Appendix 1

IF YOUR CHILD IS ABSENT

If your child is unable to attend school due to Coronavirus symptoms please contact the school to let us know by telephone, email or class dojo by 9.10am, on the morning of absence. If staff are unable to answer the phone, please leave a message on the answer machine. **A message/email explaining any absence should also be sent to the class teacher on or before a pupil returns to school and school will also now fill in form Appendix 2 below as a record of absence due to Coronavirus.**

Recording Attendance

Due to COVID 19 restrictions it may be possible for some children to continue to learn from home due to being clinically vulnerable, if they are able to provide medical evidence of an underlying medical condition. If evidence cannot be provided in terms of either the specific medical condition or that learning is not being completed then school should record attendance as an unauthorised absence (Codes D, H or N) where appropriate. Appendix 3

Appendix 1

What to do if.....	Action needed	Return to school when....
My child has coronavirus symptoms	DO NOT COME TO SCHOOL Contact school daily Self-isolate Get a test Inform school immediately about test result	48 hours after the test comes back negative
My child tests positive for coronavirus	Inform the school immediately about the test result DO NOT COME TO SCHOOL Contact school daily Self-isolate for at least 10 days	They can return to school after 10 days even if they have a cough or loss of taste of smell/taste. These symptoms can last for several weeks once infection is gone.
Somebody in my household has coronavirus symptoms	DO NOT COME TO SCHOOL Contact school daily Household member to get a test Inform the school immediately about the test result	48 hours after the household member tests negative
Somebody in my household has tested positive with Coronavirus	Inform the school immediately about the test result DO NOT COME TO SCHOOL Contact school daily	The child has completed 14 days of self-isolation
The Track and Trace scheme has identified my child as a close contact of somebody with symptoms of confirmed coronavirus	DO NOT COME TO SCHOOL Contact school daily Self-isolate for 14 days	The child has completed 14 days of self-isolation
My child has travelled abroad and has to self-isolated as part of the quarantine process	<u>Returning from a destination where quarantine is needed</u> DO NOT COME TO SCHOOL Contact school daily Self-isolate for 14 days Provide information to the school as per attendance policy	When the quarantine period of 14 days has been completed
We have received medical advice that my child must resume shielding	Inform the school DO NOT COME TO SCHOOL Contact school as agreed Shield until you are informed that restrictions are lifted, and shielding is paused.	Your GP gives you guidance that is safe to return to school.

Appendix 2



Aughnacloy Primary School

Pupils Who Become Symptomatic at home



'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020

Name:	
Class:	
Date:	
Staff member who receives call/email:	
Time contacted:	
Name of family member who made contact:	
Symptoms shown:	Continuous cough <input type="checkbox"/> High temperature/fever <input type="checkbox"/> Anosmia (change in smell/taste) <input type="checkbox"/>
Temperature if known	
Outcome of Covid test	

Date pupil returned to school	
Date siblings returned to school	

Appendix 3

Potential Scenario	Attendance Recording Actions
1. Pupils attending.	Schools to record attendance as normal in the AM and PM.
2. Pupils not attending due to illness	Schools to record attendance as normal using Code I – Illness.
3. Pupils asked to attend school on a part-time basis due to rules regarding social distancing imposed by DE or school. E.g. pupils required to attend on certain days or for a certain number of hours per day	<p>Attendance at school would be recorded as normal in the AM and PM by school.</p> <p>When not required to attend physically at school due to social distancing rules, Code P1- Approved Activity would be used.</p> <p>Pupil would have to evidence their learning through completion of work which would be percentage checked periodically by school.</p> <p>If insufficient evidence provided iro learning assigned, school should record as unauthorised absence (Codes D, H or N) where appropriate.</p> <p>We would suggest that registration of pupils working from home would happen once a day (rather than twice a day) for example provided that work was being completed as required. We appreciate that for some schools, this may be very challenging therefore schools may have to rely on a combination of their professional judgement and pupil's work on whether or not pupils have engaged with learning at home.</p> <p>Schools are encouraged to engage with pupils using online tools, such as "Collaborate Ultra" or other software to enable registration of pupils working from home. Microsoft and G Suite tools are available via C2k as opt in services. Other options include SIMS Parent app, Seesaw, Facebook, Whatsapp, email, telephone, etc.</p>
4. Pupil refusing to return to school due to fears over Covid-19 or parent refusing to send pupil to school due to fears over Covid-19.	<p>If pupil is required to attend school either physically or remotely and pupil does not attend and does not complete work / assignment as required, school may wish to consider an unauthorised absence. E.g.</p> <p>Code D – no reason provided</p> <p>Code H – Other Absence</p> <p>Code N – No reason yet provided</p> <p>...unless other circumstances are relevant.</p> <p>If pupil is required to attend physically and pupil does not attend but is able to evidence learning from home as required by school, the school may record absence as set-out at 5.5 or 5.6 below.</p>
5. Self-isolating / shielding due to underlying medical issues of pupil or immediate family members.	<p>This may be particularly relevant for children who attend Special Schools or who have an underlying medical condition.</p> <p>If pupil is not unwell and learning can be undertaken at home:</p>

	<ul style="list-style-type: none"> • Schools use Code 8 – Intensive Support Learning Unit provided that pupil is able to evidence learning at home. • If insufficient evidence provided iro learning assigned, school should record as unauthorised absence (Codes D, H or N), unless other circumstances are relevant. <p>In these circumstances, the school should satisfy itself, through evidence provided by the family that either the pupil or family members are shielding due to underlying medical conditions.</p> <p>If schools do not receive evidence or are not satisfied with evidence provided and there is no evidence of learning by the pupils concerned, then Point 4 would apply.</p> <p>This information is important to identify the number of pupils choosing to self-isolate due to COVID-19.</p>
<p>6. Where a pupil is late to school due to issues outside his / her control (e.g. transport), or is unable to attend school on a particular day due to transport issues.</p>	<p>Adequate provision of school and public transport should be in place to facilitate social distancing and to provide transport to pupils as required. In the event that this is not the case, schools have a range of attendance codes from which to choose and should use their discretion as appropriate in each case:</p> <ul style="list-style-type: none"> • If pupil is at fault: - Code L – Late (before registration closed) or Code U – Late (after registration closed) may be used. • If lateness is due to circumstances beyond pupil's control, Code U may be amended subsequently by the school. • If arranged transport fails to materialise, a school may use Code P - Approved Activity if the school is content that this is appropriate.
<p>7. School not open due to teacher shortage – either through absence due to illness, shielding or possible refusal due to health & safety concerns.</p>	<p>School may wish to apply for an Exceptional Closure to the Department however this is unlikely to be approved if schools have been asked to open.</p>

