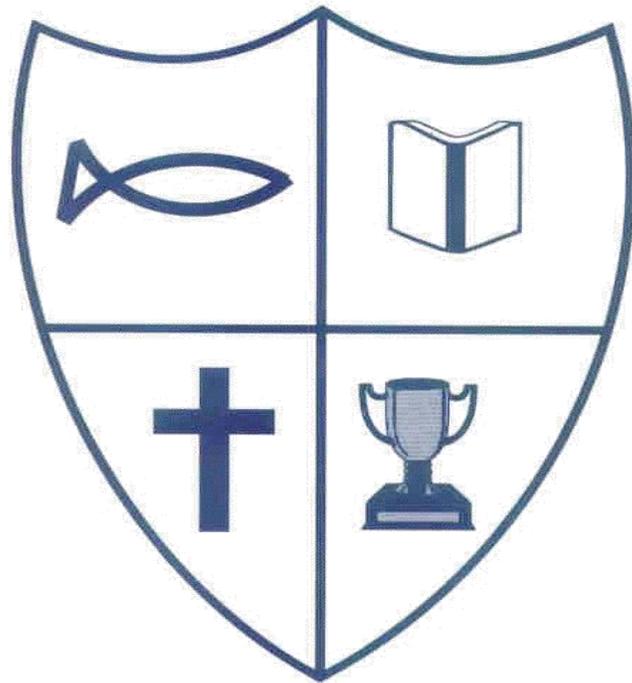


Attendance Policy

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 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, by 9.00am, on the morning of absence. If staff are unable to answer the phone, please leave a message on the answer machine. A note explaining any absence should also be given to the class teacher when a 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. 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.

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.

October 2017