

# St Malachy's Primary School

## Ballymoyer



### Policy for Pupil Attendance

**Policy Ratified:** *Sept 2022*

**Signed by Principal:** *Justin Toner*

**Chair of Governors:** *Pat O'Hanlon*

# Pupil Attendance Policy

## Rationale

It is recognised that good attendance and punctuality patterns established at school continue into the world of work. Within our school, we aim to improve the overall attendance of the pupils by exploring and identifying the reasons for absence and thereby devising and implementing whole-school strategies to encourage better attendance.

## Purposes

**In monitoring school attendance we aim to:**

- Raise the pupils' awareness of the importance of regular attendance.
- Encourage and develop the good habit of regular attendance.
- Celebrate the success of pupils in achieving good attendance.
- Liaise with parents / carers to encourage better attendance.

## Guidelines

**Teachers are required to:**

1. Identify and record the main reasons for absence using the appropriate codes (in sims).
2. Use the school referral system for attendance.
3. Request notes/emails for all absences from parents/carers.
4. Celebrate the achievement of good attendance (ie) reward using certificates for 99-100%

## Parents / Carers Responsibilities

Parents are required to contact the school explaining their child's absence using one of the following (listed in order of preference):

- By letter / absence note / email to the class teacher
- Phone call to the class teacher
- Note in diary / homework log

Parents are reminded of the importance of attendance at the annual parent meeting in term one and through school letters.

### **If a pupils attendance falls below 85%**

Attendance below 85% is considered to be too low and will negatively affect a pupil's educational outcomes. The school monitors the levels of attendance for each pupil using the school's information management system (SIMS.net).

- If a pupil's attendance falls below 85% the parent/carer will be contacted by phone or letter to make it clear that this level of attendance is not adequate.
- The principal will make a referral to the Educational Welfare Officer if attendance is unacceptably low (eg) under 85%.

### **What qualifies as poor attendance?**

<b>Attendance</b>	<b>Days Attended</b>	<b>Days absent</b>	<b>%</b>
Full	185	0	100
Very Good	183	3	99%
Good	176	9	95%
Acceptable	167	22	90%
Unacceptable	157	28	< 85%

**Policy reviewed to be reviewed again in September 2024**