

Kilowen PS Rostrevor



Pupil Attendance Policy

Faith, Friendship and Understanding

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| Agreed by Governors | |
| Review Date | |
| Principal | |
| Chair of Governors | |

Mission Statement

Aims

In Killowen Primary School:

- We aim to enable excellence so that pupils develop to their full potential academically, personally and spiritually and become determined, independent, life-long learners who make meaningful contributions to the world.
- We aim to foster a nurturing, inclusive environment where kindness, resilience, empathy and faith guide every interaction and where every individual feels valued and respected as part of our school family.

Mission

In Killowen Primary School, we believe we can achieve our aims by ensuring we are committed to:

- Promoting the values of Catholic education within our school family
- Having high expectations for all pupils and a desire to see them reach their full potential
- Having inclusive, stimulating and supportive classrooms
- Working together for a common goal
- Valuing continuous improvement for all
- Investing in people and resources
- Working closely with home and the wider community

Values

- Kindness
- Respect
- Resilience
- Equality
- Unity
- Determination
- Excellence
- Empathy
- Trust

AIMS AND ETHOS

Our school aims to ensure that every child will want to attend school. We want to work with parents/carers to ensure this happens.

We have a good record of attendance which we wish to maintain. We also want to ensure that pupils arrive at school punctually.

THE MANAGEMENT OF ATTENDANCE

Responsibilities of:

Parent(s)/Carer(s)

Parent(s)/Carer(s) are responsible for ensuring their child attends school and arrives punctually.

Parent(s)/Carer(s) are asked to inform the school on the first day of their child's absence giving the reason for this and the expected length of absence. This is best done by telephoning our school office.

Board of Governors

The Board of Governors has the ultimate responsibility for school attendance, but this is delegated to the Principal on a day-to-day basis. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school's attendance policy and practice and will be provided with regular reports about attendance issues.

The Principal

Overall responsibility for attendance on a day-to-day basis lies with the Principal who has the role along with the Board of Governors for determining resources and staffing to deal with attendance issues, ensuring the Board of Governors is informed about attendance issues and ensuring statistical information is provided as required. He/She will liaise when needed with the Education Welfare Officer about pupils whose attendance is below 85%. The Principal will consult with class teacher for contextual information on the pupil and reasons for absences.

The Principal will:

- Promote good attendance with pupils and staff through assemblies & rewards
- Highlight to Parent(s)/Carer(s) when attendance falls below 90%
- write formally to parents when a child's attendance falls below 85%
- will seek the reason for absence if not provided on return to school
- In cases where there is continued concern the EWO will be informed

Roles and Responsibilities of Class Teacher

Inform the Principal of any pupils whose attendance is a cause for concern. Encourage pupils to attend and to come to school on time. They also have a responsibility to create environments where children want to be.

The class teacher will:

- Endeavour to develop trusting relationships with all pupils
- Monitor attendance –maintain SIMs records, check absence notes and identify pupils with irregular attendance patterns
- Follow up pupil absence if notes are not forthcoming
- Talk to Parent(s)/Carer(s) about their child's irregular attendance eg at parent interviews (teachers will be provided with their class attendance percentages for referral during interviews)
- Promote good attendance through the curriculum
- Provide support to pupils after a long absence from school

Roles and Responsibility of Office Staff /Attendance Officer

The office staff have an important role to play in monitoring attendance in school. The following are some of the roles they undertake:-

- Checking the class registers
- Taking phone messages Parent(s)/Carer(s) of pupils who are absent and passing information on to class teacher
- Phoning Parent(s)/Carer(s) of pupils who are absent from school without explanation as appropriate
- Compiling monthly whole school absence lists of pupils below 85% and sending to EWO.

The Recording of Attendance

The Department of Education has issued guidelines about categorising absence as authorised. It is the responsibility of the school to authorise absence. The school does not have to accept a Parent(s)/Carer(s) offered explanation as a valid reason for absence.

Daily Registration Procedures

- The class register is marked electronically in the morning by the class teacher
- Children who arrive late will be marked thus by the class teacher (include time of arrival)
- Substitute teachers will be informed about attendance procedures

Punctuality

When pupils arrive at school after 9.05am they will receive a late registration mark.

The importance of good punctuality habits will be discussed at assemblies and in class.

Children will be encouraged to cultivate good punctuality habits, and be supported to improve when necessary. Where possible, parents may be contacted also to enlist their support to help children improve punctuality.

Specific strategies to promote excellent attendance and punctuality

In order to promote excellent attendance and punctuality, a number of various strategies may be used. These will include:

- 100% attendance certificates annually.
- Special mention at assemblies
- Specific curriculum teaching associated with attendance and punctuality

The range and type of promotion strategies will be kept under constant review.

Monitoring, Review and Evaluation of this Policy

This policy will be reviewed annually/ when changes in policy are required. Any changes in provision or policy will be relayed appropriately. The review process will be assisted by feedback from teachers, parents/carers, governors, outside agencies and pupils.