



# Camphill Primary School



## ATTENDANCE POLICY

### 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.

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

### Mission Statement

We will attempt to achieve our vision by providing a stimulating learning environment where children are central: where they are happy and successful and where they are prepared for lifelong learning and their future roles in society.

### Aims

1. To improve/maintain the overall attendance of pupils at Camphill 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 at Camphill Primary School has overall responsibility for school attendance; class teachers along with the Pastoral Care Coordinator will 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 monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning 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.

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

Attendance information is shared regularly through the school website to highlight overall percentage attendance rates and to encourage school attendance.

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

### 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)**

It is a parent/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If on their return the school has not been notified of their absence either by telephone or in writing the pupil will be given an '**Absence Notification Form**' to take home. The parent must then complete this and return it to school. This form is also available to be downloaded on the school website. 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.

Pupils are expected to be in school at 9:00am for registration. 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.

If a pupil has to leave during the school day for an appointment, there must be a letter signed by a parent/guardian and all pupils must be signed out of school by an adult at the school office.

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.

### **Role of Pupils**

Each pupil at Camphill 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.

### **Absence Procedures**

After registration is taken and a pupil is not in school the school office will be informed. If the school office has not already been informed of the pupil's absence then a text message will be sent to the first parental contact number asking that contact is made with the school office to explain the child's absence.

When a pupil has been absent there must be a note of explanation, signed by a parent/guardian, given to the class teacher on the day of their return, otherwise the school office will send an 'Absence Notification Form' home with your child to be completed with regard to their absence.

If a pupil has to leave during the school day for an appointment, there must be a letter signed by a parent/guardian and all pupils must be signed out of school by an adult at the school office.

Monthly computerised checks are carried out by the Principal and any 'unauthorised' absences or regular absence patterns showing will be brought to the attention of the parents and any other relevant agencies. **If your child's attendance falls below 85% in any given month a slip will be sent home with your child identifying this.**

### **Family holidays during Term Time.**

Absence arising from illness is unavoidable, however, in the interests of continuity and progression of learning, we request that you do not arrange holidays during term time. Camphill 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**

- Teachers record attendance on a daily basis and are pro-active in alerting the Principal/office to any concerns regarding attendance patterns.
- On morning 1 of being recorded as absent, if no notice has been given by the parent to the school, the school office will send a text message to parental contact one asking for contact to be made with school to explain their child's absence.
- After an unauthorised absence of three days or more, the parent/guardian of the child receives a phone call from the school office to enquire as to the reason for the child's continuing absence.
- A monthly computerised report of percentage attendance for each child is generated by the school office and monitored by the class teachers and the Principal.
- If a child's attendance falls below 85% in any given month a slip will be sent home with the child identifying this.
- The school's Family Link Worker may also make contact with any family who the school feel they have concerns about regarding attendance.
- If a child's attendance/lateness is bordering 85% a letter is sent from school to the parent/guardian of the child involved stating that the child's attendance rate at school is a concern and is being monitored.
- The Education Welfare Officer is contacted in cases where a child's attendance is 85% or below and is not showing improvement.

## 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.

## Celebrating & Promoting Good Attendance

At Camphill Primary we reward good attendance. All children are encouraged to attend school. Attendance Cups and a 'one night Homework Pass' are presented to the classes with the best attendance in FS/KS1 and KS2 at the end of every month and their class photos are published on the school attendance board and school website. Children from Primary 1 to Primary 7 who have achieved full attendance over a month also receive a 100% sticker. At the end of each school year pupils who have received a 100% attendance figure are rewarded with a certificate.



Signature - Principal: K McMaster \_\_\_\_\_ Sep' 18

Signature - Chair, Board of Governors: H.Ballentine \_\_\_\_\_ Sep'18