



## **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.

*St Malachy's Primary School Glencull* will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Glencull Primary School, St. Malachy's is a Maintained School with strong links with the Parish of Errigal Ciaran. The school attempts to express Christian values in its life and in particular to reflect the ethos of the Church. The school is open to all children and believes that diversity in the school community enhances the educational experience for our children.

The school has a strong tradition of high standards and expectations of pupil attainment and this is reflected in the expectations held by the BOG, management and staff for pupils in terms of their attitude, approach and application to learning, school discipline, respect for others, appearance and attendance.

In Glencull Primary School we aim to provide a welcoming, attractive and stimulating environment which supports pupils' learning and which celebrates their academic and non-academic achievements.

We strive to provide an ethos in which fairness and tolerance permeate all relationships. High standards of respect, discipline and commitment are expected of everyone and we seek to achieve the highest possible goals.

The safety and personal development of our whole community is paramount. We aim to provide a broad and balanced curriculum, which develops the skills, concepts and knowledge necessary for future learning and living.

### **Aims**

1. To improve/maintain the overall attendance of pupils at St Malachy's Primary School Glencull.
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 the Education Welfare Service.

## **Role of the School**

The Principal at *St Malachy's Primary School Glencull* has overall responsibility for school attendance; *teachers* should bring any concerns regarding school attendance to his attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2017/15, which can be found at the following link:

[www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-and-absence-recording-by-schools](http://www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-and-absence-recording-by-schools)

St Malachy's Primary School Glencull is committed to working with parents to encourage regular and punctual attendance.

Teachers mark the register at 9.15a.m. and 1.20p.m each day.

Parents/carers will be provided with their child's attendance record during parent teacher interviews and on the end of year report.

Clear procedures are in place to identify pupils who have not registered in school and no contact has been received from the parents to explain their whereabouts (includes first day contact).

St Malachy's is committed to working with parents/guardians to encourage regular and punctual attendance.

## **Role of Parent**

Parents have a legal duty<sup>1</sup> to ensure their child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

<sup>1</sup> Article 45(1) of The Education and Libraries (NI) Order 1986

If a child is registered in school, their parent has a legal duty to ensure that they regularly attend that school.

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence with a written note/phone contact/email. This should be confirmed with a written note/phone contact/email when the 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.

Pupils are expected to be in school at St Malachy's Primary School Glencull for registration and the beginning of classes at 9.15am. It is the responsibility of parents to

ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

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 St Malachy's Primary School Glencull must 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**

All Parents/Guardians are required to complete a written absence notification form which provides a clear reason for any absence.

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

*St Malachy's Primary School Glencull* 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. Only in exceptional circumstances will a holiday be authorised. St Malachy's school will not be providing support or copies of work missed due to unauthorised absences.

### **Procedures for Managing Non-attendance**

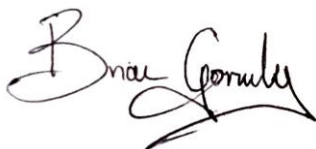
Regular meetings are held with the Headteacher and teachers to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents

### **Education Welfare Service**

The Education Authority through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, they will be referred to the EWS, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Signature – Principal

A handwritten signature in black ink, appearing to read 'Brian Gorman', written over a horizontal line.

Signature – Chair, Board of Governors

A handwritten signature in purple ink, appearing to read 'L. O'Connell', written over a horizontal line.

Date 24<sup>th</sup> April 2018 – review term 2 2021