



KILRONAN
SCHOOL

Pupil Attendance Policy

Re-issue Date: May 2023

Review Date: May 2025

United Nations Convention on the Rights of the Child (UNCRC):

All children have the right to:

- An Education (Article 28).
- An Education which develops their personality, respect for other's rights and the environment (Article 29).

CONTENTS

| | |
|--|-------------------|
| Vision | Page 3 |
| 1. Introduction | Page 4 |
| 2. Aims | Page 4 |
| 3. Role of School | Page 4 |
| 4. Role of the Parent/Guardian | Page 5 |
| 5. Role of Pupils | Page 5 |
| 6. Absence Procedures | Page 6 |
| 7. Family Holidays during Term Time | Page 6 |
| 8. Procedures for Managing Non-attendance | Page 6 |
| 9. Education Welfare Service | Page 6 |
| 10. Monitoring and Review | Page 7 |
| Appendix 1: Absence Notification Form | Page 8 |

VISION

At Kilronan School we aim to provide a happy, safe and stimulating learning environment where pupils are motivated to achieve, feel valued and are respected as individuals. We believe our inclusive approach meets the needs of each pupil and empowers them to reach their full potential through experience of and participation in all aspects of the curriculum.

We are committed to:

- Putting pupils first.
- Providing a welcoming, dynamic and supportive learning and teaching environment.
- Delivering the Pre-School/ NI Curriculum/School leavers Programme, through an individualised and child centred approach.
- Ensuring that the highest standards of Pastoral Care, Safeguarding and Child Protection are in place.
- Promoting and sustaining good behaviour.
- Treating everyone with dignity and respect.
- Continuing to foster and develop effective home/school links.
- Working together as a team for the benefit of each pupil.
- Working collaboratively with Allied Health Professionals and other agencies to ensure the needs of pupils are met.
- Developing and maintaining close links with other schools and the local community for the mutual benefit of all.
- Giving all staff opportunities for appropriate continuing professional development.
- Embracing new opportunities and innovative approaches to meet the changing needs of the pupils and the school.

1. Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every pupil can have full access to the school curriculum and reach their potential.

Kilronan school will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

2. Aims

- 2.1 To improve/maintain the overall attendance of pupils at Kilronan school.
- 2.2 To develop a framework that defines roles and responsibilities in relation to attendance.
- 2.3 To provide advice, support and guidance to parents/guardians and pupils.
- 2.4 To promote good relationships with the Education Welfare Service.

3. Role of the School

- 3.1 The Principal at Kilronan School has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his/her attention.
- 3.2 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.
- 3.3 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.
- 3.4 To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02. Which can be found at the following link:
www.deni.gov.uk/index/support-and-development-2school-attendance/recording-pupil-absences.htm

3.5 Kilronan School is committed to working with parents to encourage regular and punctual attendance.

4. Role of Parent/Guardian

4.1 Parents/Guardians have a legal duty 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.

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

4.3 It is a parent's/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 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.

4.4 Pupils are expected to be in school on time each morning. It is the responsibility of parents/guardians to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

4.5 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.

5. Role of Pupils

5.1 Each pupil at Kilronan School 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.

6. Absence Procedures

- 6.1 All parents/guardians are required to complete the attached absence notification form (Appendix 1) which provides a clear reason for any absence. An e-mail or a message to the class teacher via Seesaw providing the required information is also acceptable.

7. Family Holidays During Term Time

- 7.1 Kilronan 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. Only in exceptional circumstances will a holiday be authorised.

8. Procedures for Managing Non-Attendance

- 8.1 If a pupil has been absent for 3 school days without explanation, the class teacher will contact the parent/guardian in a pastoral capacity to enquire about the pupil. Agreement can also be reached on whether work is to be sent home for the pupil if the absence is likely to be prolonged.

9. Education Welfare Service

- 9.1 Education and Library Boards (ELBs) through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.
- 9.2 If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate. EWS will support staff and parents/guardians in developing and implementing strategies to address or improve school attendance.

MONITORING AND REVIEW

This policy will be monitored appropriately and reviewed for revision as necessary.

Signed: *Rm. Lubbe* (Chairperson of Board of Governors)

Signed: *Shaclene Dechow* (Principal)

Date: 18th May 2023

| Version | Date | Revision Author | Summary of Changes |
|---------|------------|---------------------|--|
| 2 | April 2023 | Policy Subcommittee | Format to include vision and content page. |
| | | | |

Appendix 1

Absence notification form



Please Note - This form must be completed for each period of pupil absence and returned to the school immediately

Name of Pupil _____

Class /Teacher Name _____

Date of Absence _____

Reason _____

Signed (Parent/Guardian) _____

Date _____