



Straidhavern 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.

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

### **Aims**

1. To improve/maintain the overall attendance of pupils at Straidhavern 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 Straidhavern School has overall responsibility for good attendance; (teachers/designated staff) should 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 regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon 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 Circular 2015/02, which can be found at the following link: [www.deni.gov.uk/publications/circular-201502-attendance-guidance-andabsence-recording-by-schools](http://www.deni.gov.uk/publications/circular-201502-attendance-guidance-andabsence-recording-by-schools)

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

### **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 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 and the beginning of classes. 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 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 child at Straidhavern 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**

All teachers record their class's attendance and any late latecomers. This information is keyed onto SIMS which is the school's computerised system for recording attendances and latecomers. Codes are used to describe the cause of the absence and hence it is important that parents always inform the school of the cause of the absence to ensure their child/children's records are accurate. The school must be informed in writing if a child needs to be absent from school to attend routine hospital appointments and should, where possible, attend school either before and/or after this. Parents should endeavour to make all routine doctor and dental appointments for after school hours. All absences and 'lates' are regularly monitored and any child whose absence falls below 85% is routinely reported to the Educational Welfare Officer.

## **Family holidays during Term Time**

Straidhavern Primary School discourages holidays during term time due to the impact they have on pupils' learning. However, each individual family's circumstances will be carefully considered before any decision is made.

Family holidays taken during term time will be categorised as an unauthorised absence.

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

Non-attendance at school will be clarified and the school will provide support and advice to help to rectify the situation. If the non-attendance continues the Education Welfare Officer will then become involved.

## **Education Welfare Service**

Education and Library Boards (ELBS) 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.

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