

# St Bronagh's P.S.

## Pupil Attendance Policy



### Review

This policy will be reviewed every three years. Review date Autumn 2027.

Signed \_\_\_\_\_

(Chair of Board of Governors)

Date \_\_\_\_\_

22/10/24

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

We appreciate that good attendance at school will support the values upheld in our School Motto – "Learn, Achieve, Pray, Believe."

## **Aims**

1. To improve/maintain the overall attendance of pupils at St Bronagh's 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 the Education Welfare Service.

## **Role of the School**

The Principal of St Bronagh's Primary School, Mr Jody Mussen, has overall responsibility for attendance in our school; (teachers/ancillary staff) 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 Bronagh's Primary School is committed to working with parents to encourage regular and punctual attendance.

## **Role of Parent**

Parents have a legal duty (Article 45(1) of The Education and Libraries (NI) Order 1986) 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.

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. 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 9.15 a.m. for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual, as the gate will be locked at 9.40 a.m. in the interests of safeguarding. Children arriving after 9.25 a.m. should go to reception and report to the secretary, who will facilitate their entry into the school building. Lateness is recorded at registration and on your child's attendance record and time to catch up with missed work may be afforded at break and lunch times if appropriate (10 occasions).

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 Bronagh's Primary 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, even if your parent/guardian has already made contact by telephone to explain the absence.

## **Absence Procedures**

The Education Authority's (EA) Educational Welfare Officer (EWO) monitors absenteeism and the reasons given via the CLASS Management System. Parents/Guardians should therefore provide a written note which provides a clear reason for any absence. If a child has to leave school early then a note should accompany the child explaining the reason.

## **Family holidays during Term Time**

**St Bronagh's 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**

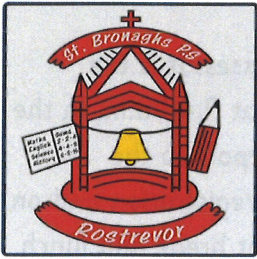
Attendance figures and punctuality are monitored regularly and if a pupil's attendance percentage or lateness is causing concern a letter(s) may be sent home to alert parents/guardians of this fact so that a concerted effort can be made to address these concerns. Initial contact by letter may be triggered if your child's attendance falls below 85% (appendix 1) with further contact being made as appropriate (appendices 2 & 3).

## **Education Welfare Service**

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

If a pupil's absence causes concern, or if their attendance falls below 85%, they may be referred to the EWS, if appropriate. Also, a referral may be made if a child's punctuality is causing concern. The EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Appendix 1



St Bronagh's Primary School Rostrevor  
53, Church Street  
Rostrevor  
BT34 3BB

Tel: (028) 4173 8450

E-mail: [jmussen895@c2kni.net](mailto:jmussen895@c2kni.net)

Dear Parent(s)/Guardian(s)

Regular school attendance is very important, and absence may affect a child's progress across the curriculum.

As part of our Monitoring and Evaluations procedures we regularly check the percentage attendance of our pupils to ensure that they are being given every opportunity to develop their skills and knowledge.

In line with our Attendance Policy, if a child's percentage attendance drops below 85% the school is obliged to advise the Educational Welfare Officer, who might become involved with the case. To try and avoid this situation we are writing to advise you that \_\_\_\_\_ percentage attendance is currently \_\_\_\_%.

We would appeal that every effort possible is made to ensure that your child attends school every day from now on.

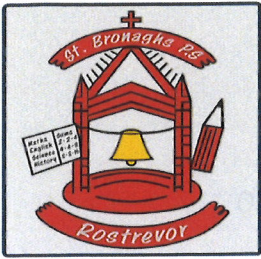
We look forward to your co-operation on this matter.

Yours sincerely

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Jody Mussen  
Principal

Appendix 2



St Bronagh's Primary School Rostrevor  
53, Church Street  
Rostrevor  
BT34 3BB

Tel: (028) 4173 8450

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As part of our Monitoring and Evaluations procedures, we regularly check the percentage attendance of our pupils to ensure that they are being given every opportunity to develop their skills and knowledge.

In line with our Attendance Policy, if a child's percentage attendance drops below 85% the school is obliged to advise the Educational Welfare Officer, who might become involved with the case.

We are writing to advise you that \_\_\_\_\_ percentage attendance is currently \_\_\_\_%. Unfortunately, this figure is (lower than when or still below 85%, despite) an earlier letter (was/being) sent home indicating that her attendance at that time was \_\_\_\_%.

We would appeal that every effort possible is made to ensure that your child attends school every day from now on.

We look forward to your co-operation on this matter and could you please acknowledge receipt of this letter by completing the reply slip below.

Yours sincerely

\_\_\_\_\_  
Jody Mussen  
Principal

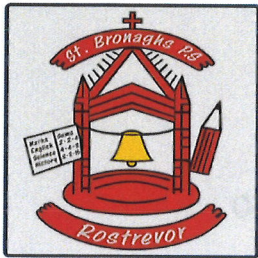
Attendance notification.

I \_\_\_\_\_ (Please print name) as parent/guardian of

\_\_\_\_\_ acknowledge receipt of the letter alerting me to the school's concerns about his/her attendance percentage.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Appendix 3



St Bronagh's Primary School Rostrevor  
53, Church Street  
Rostrevor  
BT34 3BB

Tel: (028) 4173 8450

E-mail: [jmussen895@c2kni.net](mailto:jmussen895@c2kni.net)

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As part of our Monitoring and Evaluations procedures we regularly check the percentage attendance of our pupils to ensure that they are being given every opportunity to develop their skills and knowledge.

In line with our Attendance Policy, if a child's percentage attendance drops below 85% the school is obliged to advise the Educational Welfare Officer, who might become involved with the case.

We are writing to advise you that \_\_\_\_\_ percentage attendance is currently \_\_\_\_%. Unfortunately, this figure does not reflect an appropriate improvement in attendance despite earlier letter being sent home indicating that his/her attendance at those times was \_\_\_\_\_% and \_\_\_\_\_%.

Consequently, we are referring this case to the EWO who will be in contact with you.

Yours sincerely

\_\_\_\_\_  
Jody Mussen  
Principal

Attendance notification.

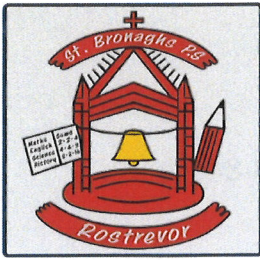
I \_\_\_\_\_ (Please print name) as parent/guardian of

\_\_\_\_\_ acknowledge receipt of the letter alerting me to the school's

referral of my child's attendance to the EWO.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Appendix 4



St Bronagh's Primary School Rostrevor  
53, Church Street  
Rostrevor  
BT34 3BB

Tel: (028) 4173 8450

E-mail: [jmussen895@c2kni.net](mailto:jmussen895@c2kni.net)

Learn, Achieve, Pray, Believe

Dear Parent(s)/Guardian(s),

As part of our Monitoring and Evaluation procedures in school we are recording the names of pupils who are arriving late in the mornings. Our records indicate that \_\_\_\_\_ has arrived late on \_\_\_\_\_ separate occasions since September.

Late arrival has an impact on many procedures in school, both in the classroom and in the office. It can also impact on your child's education, as they can miss out on vital teaching and learning, marking of homework, completion of class tests etc.

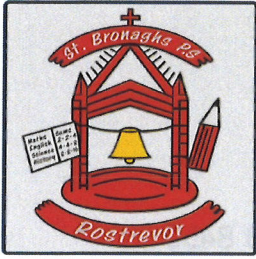
Therefore, I would encourage you, as Parent/Guardian of \_\_\_\_\_ to please make a sincere effort to be punctual each morning. The bell for the start of lessons rings at 9.15 a.m. and all children are expected to be there at that time.

Thank you for your co-operation on this matter.

Yours sincerely,

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Jody Mussen,  
Principal.



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53, Church Street  
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E-mail: jmussen895@c2kni.net

Learn, Achieve, Pray, Believe

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As part of our Monitoring and Evaluation procedures in school we are recording the names of pupils who are arriving late in the mornings. Our records indicate that \_\_\_\_\_ has arrived late on \_\_\_\_\_ separate occasions since September. Unfortunately, this figure is now higher than when an earlier letter was sent home indicating that his/her late arrival at school total at that time was \_\_\_\_\_.

Late arrival has an impact on many procedures in school, both in the classroom and in the office. It can also impact on your child's education, as they can miss out on vital teaching and learning, marking of homework, completion of class tests etc.

Therefore, I would encourage you, as Parent/Guardian of \_\_\_\_\_ to please make a sincere effort to be punctual each morning. The bell for the beginning of school rings at 9.15 a.m. and all children are expected to be there at that time.

We look forward to your co-operation on this matter and could you please acknowledge receipt of this letter by completing the reply slip below.

Yours sincerely,

\_\_\_\_\_  
John Gallagher  
Principal

Lateness notification.

I \_\_\_\_\_ (Please print name) as parent/guardian of

\_\_\_\_\_ acknowledge receipt of the letter alerting me to the school's concerns about his/her punctuality arriving at school.

Signed \_\_\_\_\_ Date \_\_\_\_\_