

# Carr's Glen Primary and Nursery School



## Managing Attendance Policy

**August 2024**

Member of staff responsible: Mrs J Fulton  
Date policy updated: August 2024  
Date ratified by the full Governing body: tbc  
Date to be reviewed: August 2026

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

## Our Vision

**The central purpose of Carr's Glen Primary School is the development of each child, intellectually, emotionally, socially and spiritually.**

The development of a well-rounded individual who leaves Carr's Glen; having experienced personal success; is emotionally self-aware; recognises their place in society and has gained spiritual insights, are goals that we strive for. At Carr's Glen Primary we emphasize that for this to take place an effective partnership is required between the school, the parent and the pupil to achieve the very best outcomes for everyone

## In keeping with our vision our attendance policy aims to:

1. Improve/maintain the overall attendance of pupils at Carr's Glen Primary School.
2. Develop a framework that defines roles and responsibilities in relation to attendance.
3. Provide advice, support and guidance to parents/guardians and pupils.
4. Promote good relationships with the Education Welfare Service.

## Role of the School

- The Principal at Carr's Glen Primary School has overall responsibility for school attendance with the help of the Vice Principal; Teachers/designated staff should bring any concerns regarding school attendance to his/her attention.
- The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as a regular agenda item during the course of the school year.
- Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and for the afternoon.
- 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-2/school-attendance/recording-pupil-absences.htm](http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm)

- Carr's Glen Primary School is committed to working with parents to encourage regular and punctual attendance.

## Role of Parent

- 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 they may have, either by regular school attendance or otherwise.*

1 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. 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 between 8.50-9.10am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness (after 9.30am) 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.
- Non-emergency appointments, such as Dentist or Doctor, should be made, when possible, outside of normal school hours. If this is not possible then parents should supply a note to their child's class teacher requesting permission to leave school. When possible, children should return to school after the appointment.

### **Role of Pupils**

Each pupil at Carr's Glen Primary School must attend school punctually and regularly. If you have been absent from school, a written note/Seesaw/Dojo message from a parent/guardian must be provided to your teacher when you return.

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

Carr's Glen 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. Only in exceptional circumstances will a holiday be authorised.

### **Absence Procedures**

- All Parents/Guardians are required to inform the school of the reasons for any absences. In the instance of appointments this should be done prior to the appointment date stating the reasons for the absence and if the absence will be part of the day, or the whole day.
- When no reason for a child's absence has been given then the class teacher will follow this up in the first instance. This may be done by speaking to the parent/guardian at home time, telephoning or a Seesaw/Dojo message. If the reason for the absence is still not established the absence will be recorded as unauthorised.
- Should attendance fall below 95% then teachers will draw this to the Principals attention.

### **Internal Attendance Procedures**

1. The class attendance sheet should be completed accurately each day using appropriate codes.
2. Where no note or reason for absence is received, teachers should contact the parent to seek an explanation for the absence

3. Pupils falling below 95% should be brought to the attention of the Principal ~ particularly unauthorised.
4. Initial letter may be issued, particularly when absences have been unauthorised.
5. Lateness noted and drawn to attention of Principal ~ letter issued if lateness persists
6. Where attendance does not improve and falls below 85%, the Principal will follow the further procedures outlined in the attendance policy.
7. If a teacher has a concern about attendance they can fill out the google form to make the VP aware to pass on to principal.

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

When a pupils attendance falls below 85% the principal will contact the parent/guardian and follow through with an initial letter to confirm the level of attendance. Attendance will be monitored over the following two months to enable improvement being achieved. If improvement is obtained then monitoring will be maintained through normal classroom practice. Should attendance not improve then the Principal will liaise with EWO and parent/guardian with a view to potential referral.

### **Education Welfare Service**

The Education Authority through the Education Welfare Service (EWS) have 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 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.

# Encouraging Good Attendance

## Ongoing

### Teacher and Admin

- Weekly Attendance Data provided to Admin.
- Phone call/Seesaw/Dojo if note or contact with school not made.
- Appropriate code entered on Attendance Record

### Teachers

- Keep Accurate AM and PM register.
- Follow up Absence promptly.
- Inform Vice Principal/Principall of any attendance concerns, including lateness.
- Record / make aware of reasons for absence

### Principal/Vice Principal

- To co-ordinate and monitor the above.
- Ensure Escalation Process consistently followed with discretion where appropriate.
- Responsible for Pupil & School Attendance Data and meeting Local and National Attendance Targets.
- To co-ordinate / monitor attendance of vulnerable groups (SEN / CP/ EAL / Travellers).
- Liaise with EWO
- Report to Governors

### Significant Attendance Drop

- School and EWO consider Fast Track or alternative action.

## Intervention

### Teacher and Admin Under 95%

- Note provided by parent
- Phone call to confirm nature of absence.
- Record of absence.

### Under 95%

- Send Initial Letter
- Teacher may raise issue during consultations or meet and discusses with parents/carers

### Lateness

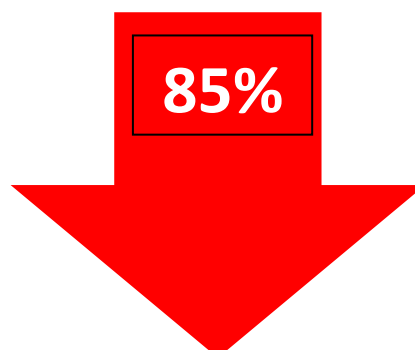
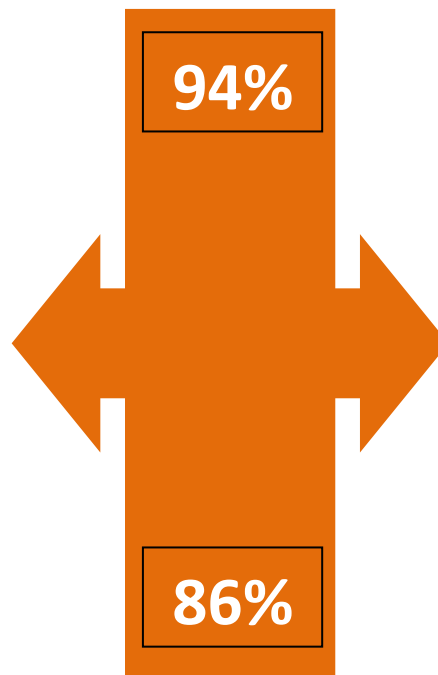
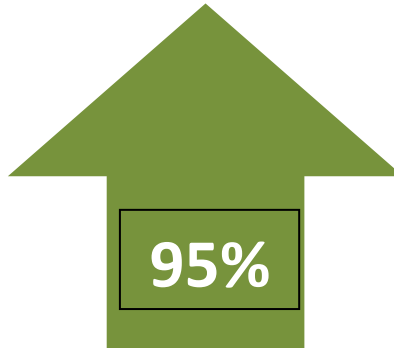
- If Persistent lateness, Principal/Vice Principal to send Initial Late letter.
- Discuss lateness with parents/carers.
- If no improvement escalate to EWO

### Hits 85%

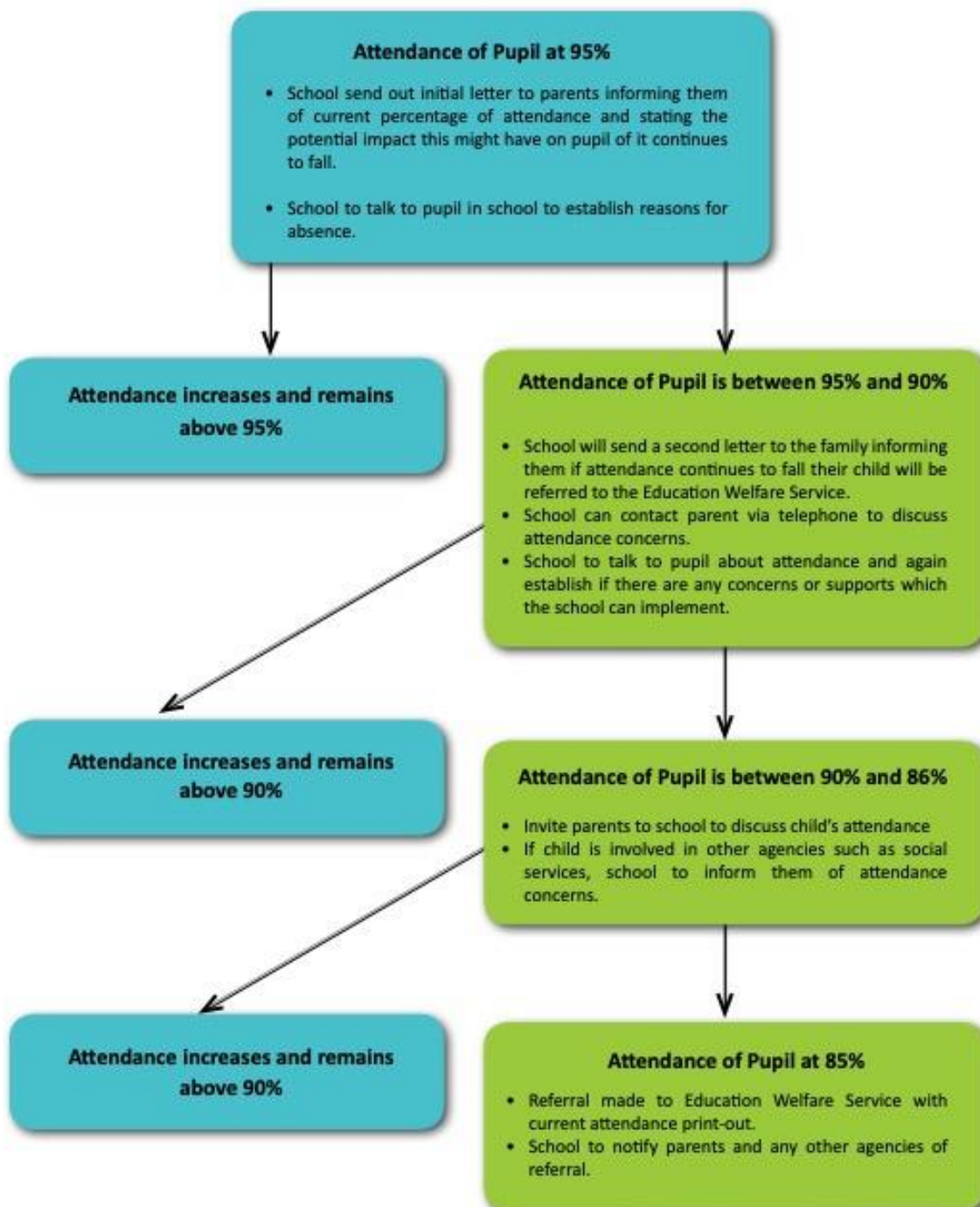
- Send Initial Letter.
- VP meets with EWO and discusses with parents/carers.
- Monitoring of % attendance for 2 months.

### Under 85%

- Send Final Letter.
- Principal meets with EWO.
- Plan for immediate improvement



# Action Pre-Referral



**CARR'S GLEN PRIMARY SCHOOL**  
629 Oldpark Road  
Belfast  
BT14 6QX                      Tel. 028 9039 1286



(Insert Parents name and address)  
(Insert date)

Dear Parent

At present, as you can see from the enclosed print-out, your child's attendance at school stands at less than 95% which is less than our school target for attendance.

Whilst we understand that there may be justifiable reasons for your child's absence this letter is to make you aware of their current attendance percentage and to ensure that it does not drop any further.

We monitor all pupils attendance on a termly basis along with the Education Welfare Officer and should attendance drop to 85%, or lower, then it may be necessary to make a referral.

Thank-you for your cooperation in this matter and I look forward to seeing an improvement.

Yours faithfully

**Principal**

**CARR'S GLEN PRIMARY SCHOOL**  
629 Oldpark Road  
Belfast  
BT14 6QX                      Tel. 028 9039 1286



(Insert Parents name and address)  
(Insert date)

Dear Parent

At present, as you can see from the enclosed print-out, your child's attendance at school stands at less than 85% which is a matter of concern.

Attendance is checked on a regular basis by ourselves, in partnership with the Education Welfare Officer, to ensure that pupils are maximising their education opportunities by being in school. As your child's attendance has now dropped below the threshold of 85% there is a possibility that a referral will be made to the Education Welfare Officer.

We will monitor your child's attendance over the next two months to facilitate an increase in their percentage attendance. If you wish, you may contact me about this issue.

Yours faithfully

**Principal**



**CARR'S GLEN PRIMARY SCHOOL**  
629 Oldpark Road  
Belfast  
BT14 6QX                      Tel. 028 9039 1286



(Insert Parents name and address)  
(Insert date)

Dear Parent

At present, as you can see from the enclosed print-out, your child's attendance at school stands at less than 85% which gives us cause for concern.

Attendance is checked on a regular basis by ourselves, in partnership with the Education Welfare Officer, to ensure that pupils are maximising their education opportunities by being in school. As your child's attendance has dropped below the threshold of 85%, and remained there since our last contact, a referral is now being made to the Education Welfare Officer.

You should expect that the Education Welfare Officer will be in contact with you in the near future regarding this issue. Should you have any further then please contact me at the school.

Yours faithfully

**Principal**

**CARR'S GLEN PRIMARY SCHOOL**  
629 Oldpark Road  
Belfast

**BT14 6QX                      Tel. 028 9039 1286**



(Insert Parents name and address)

(Insert date)

Dear Parent

At present, as you can see from the enclosed print-out, your child's attendance is being affected by late arrivals to school.

Whilst I understand that there may be, on occasions, justifiable reasons for your child being late as you can see from the print-out this is happening on a regular basis. School commences between 8.50-9.10am and late registration is counted as any child entering class after 9.30am. This in effect means that your child is counted as absent.

I believe it is important for your child to be in school at the beginning of the day as this sets a good precedent for them throughout their school life and they are immediately 'catching up' on work that has already commenced if they arrive late.

I would encourage you to address this issue and make every effort to improve on their arrival time. I consult on all matters of attendance with the Education Welfare Officer on a termly basis and late arrivals form part of this monitoring process.

Yours faithfully

**Principal**

**CARR'S GLEN PRIMARY SCHOOL**  
629 Oldpark Road  
Belfast  
BT14 6QX                      Tel. 028 9039 1286



(Insert Parents name and address)  
(Insert date)

Dear Parent

At present, as you can see from the enclosed print-out, your child's attendance continues to be affected by late arrivals to school.

Although having drawn this to your attention previously there has been no improvement and it is our concern that this is now affecting your child's education adversely.

As part of our monitoring of attendance with the Education Welfare Officer it may be necessary to make a referral on the basis of consistent late arrival at school.

You will be informed if this is the case and should expect to hear from the Education Welfare Officer in regards to any referral. You are welcome to contact me should you have any further queries relating to this matter.

Yours faithfully

**Principal**