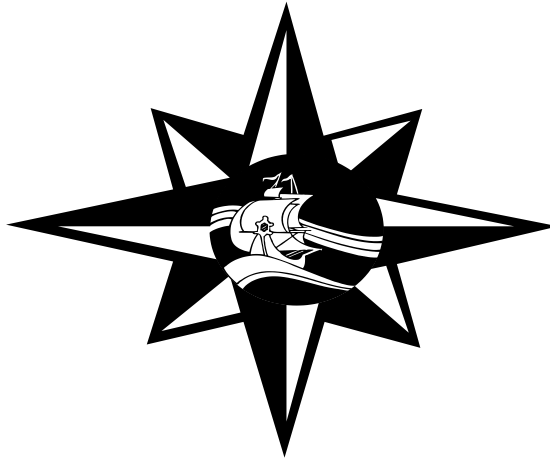


St. Brendan's
Primary School &
Nursery Unit



Attendance Policy

St. Brendan's Primary School and Nursery Unit

Attendance Policy

The Management of Attendance

St Brendan's Mission Statement

“As a Christian community founded on the belief that the Catholic school has an important function in the community, we in St Brendan's Primary School, strive to create a caring, happy and secure environment, where celebrate diversity, where every individual is treated with dignity and respect, whilst being given the opportunity to develop their gifts and talents.”

Aims and Objectives

St Brendan's Primary School aims to ensure that every child will want to attend school.

In order to promote good attendance, behaviour and discipline, we aim to:

- Provide a welcoming environment, which promotes respect for others
- Provide an attractive, stimulating and learning environment with an accessible curriculum for all.
- Provide opportunities for the good behaviour of children to be praised, as set out in the school's 'Positive Behaviour Policy'.
- Provide opportunities to celebrate pupils' success and achievements.
- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health conditions.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Establish a pattern of monitoring attendance and class consistency in recognising achievement and dealing with difficulties.
- Recognising the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.

- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or school which are preventing good attendance.
- Developing and implementing procedures to follow up non- attendance at school.

Responsibilities of Parents

“To ensure that children have an efficient education suited to their age, aptitude and any special educational needs”

Education and Libraries Order 1986

It is **ESSENTIAL** that all contact details for pupils are correct and up to date. Parents must inform the school office of any changes.

Parents are asked to phone St Brendan's on the first day of absence and inform the school of the reason and expected length of absence. If a phone call has not been made, please confirm this with a written note when your child returns to school.

Roles and Responsibilities of the Board of Governors

Overall responsibility for attendance on a day-to-day basis lies with the Principal. The Principal has the role, along with the Board of Governors for determining resources and staffing to deal with attendance issues, ensuring statistical information is provided as required by government.

The Vice Principal will meet with the Education Welfare Officer on a regular basis to discuss pupil attendance issues. The Vice Principal will keep the Principal informed.

The Principal and Vice Principal will:

- make contact with parents if attendance falls towards 90%
- liaise with class teachers and the Education Welfare Service about individual pupils
- in liaison with class teachers, talk to pupils with poor attendance and set targets.
- make a referral to the Education Welfare Service if improvement in attendance is not made
- collate and report attendance information
- take responsibility for overall monitoring of attendance
- promote good attendance by awarding Best Class Attendance each month at the Principal's assembly and stickers for full attendance at the end of each half

term. Each term we will also have an Attendance Week. Presentation ceremony for primary 7 will also be held in term 3 for 100% attendance. All other pupils will receive 100% attendance awards at assembly in September each year.

Roles and Responsibilities of Class Teacher

Effective practice in relation to managing individual pupil attendance depends on the class teacher. In St Brendan's Primary School, the class teacher is responsible for:

- Developing trusting relationships with all pupils
- Monitoring attendance, e.g. marking register, collecting absence notes and identifying pupils with irregular attendance patterns
- **It is essential that registers are marked in the morning and afternoon for health and safety reasons. Registration times must be adhered to. In the morning registration closes at 9.20am and in the afternoon N-P3 closes at 12.45pm and P4-7 closes at 1.25pm. After these times attendance is recorded as U.**
- Following up pupil absence if notes/phone calls not received.
- Send letter to parents of pupils who are absent from school on a regular basis without an explanation
- Talking to individual pupils about their attendance.
- Promoting class attendance through the curriculum.
- Referring pupils to the Vice Principal or Principal
- Providing support to pupils after a long absence from school
- Monitoring attendance on SIMs and weekly attendance sheets.
- Speak with parents of children who are persistently late. If this continues, a letter should be sent. These are available from the office.

Roles and Responsibility of Office Staff

Office staff have an important role to play in monitoring attendance in school. The following are some of the roles they may undertake:

- Operating the SIMS.NET system
- Taking phone messages from parents when pupils are absent and informing the class teacher.
- Maintaining the late register
- Compiling lists of 100% attendance.
- Collating registration data

The Recording of Attendance – see Appendix 1

The Department of Education has issued guidelines about categorising absence as authorised or unauthorised. See appendix 1 for codes.

To ensure the school's Attendance Policy operates in an appropriate manner, the Board of Governors has delegated authority to the Principal who will decide whether an absence should be classified as authorised/unauthorised.

Authorised Absences

In normal circumstances the following types of absences will be classified as authorised:

- Illness (when note/phone call is provided by parent)
- Hospital/dental appointments (when prior notice is given)
- Family bereavement
- Family wedding
- Representing the school/county/country at an approved event
- Taking music/dance/drama examinations by approved examining boards
- Religious holidays (when prior notification of absence is given)

In special circumstances parents may apply for a leave of absence of their child. The authorisation of the absence is at the Principal's discretion and must be requested in writing, prior to the absence. In exceptional circumstances, when a written request is impractical, parents should contact the Principal, in person, to discuss the matter in confidence.

Unauthorised Absences

In normal circumstances the following types of absence will be classified as unauthorised:

- Birthday
- On a shopping trip with parents
- Staying at home with ill parent or sibling
- Term time holiday

When a pupil is absent on a regular basis, the teacher will make contact with the parent initially. If this continues the teacher, in liaison with the Vice Principal will make contact with the parents to highlight the school's concerns. This may be done by phone call/letter and/or appointment. Letters sent will detail the attendance percentage and the number of days of absence. Please see (Appendix 2) for sample of the letter. If attendance does not improve after the letter has been received, a referral will be made to Education and Welfare.

Lateness

In St Brendan's Primary school lateness is strongly discouraged. Pupils are expected to be in their line when the bell rings at 9.10am. The teacher will mark the class register on arriving to his or her classroom and return it to the school office. If a pupil arrives after registration has closed the pupil must go to the office directly, where the

secretary will mark him/her 'L' on the register, unless a valid reason is provided.
(e.g. SEN Taxi)

The Principal/Vice Principal will review the late marks on a termly basis:

- When a child is late on a regular basis, the class teacher will contact the parents initially to discuss the matter. If lateness continues this will be followed up with a letter and then if necessary referred to the Vice Principal in partnership with the class teacher.
- Whenever it is deemed appropriate a parent/school contract may be drawn up.

Appendix 1

The Recording of Absence - Department of Education Guidelines

Categorisation of Absence

Key to codes

/ Present (AM) M Medical/Dental Appointments # Holiday for all
\ Present (PM) N No reason yet provided for absence * Not on roll
A Artistic Endeavour
O Other Exceptional Circumstances - All should attend / No mark recorded
B Bereavement
P Approved Sporting Activity
C Suspended
R Religious Observance
D Did not provide a reason for absence
S Study Leave
F Family holiday (agreed)
U Late (after registers closed)
G Family Holiday (Not Agreed)
V Educational Visit
H Other Absence
W Work Experience
I Illness(not medical/dental etc. appointments)
X Only staff should attend
J Extended Leave with Consent
Y Exceptional closure
L Late (before reg closed)
! No Attendance Required

1 AEP (ELB)
2 Home/hospital tuition (ELB)
3 Elective Home Education
4 Pupil Referral Unit
5 Another mainstream school (EF)
6 Training Organisation (EF)
7 FE College (EF)
8 Intensive Support Learning Unit
9 CAMHS

Appendix 2

Sample letter to parents.



St Brendan's Primary School & Nursery Unit

Moyraverty
Craigavon
BT65 5HS

Telephone: (028)3834 1037

Fax: (028) 3831 6036

www.stbrendansprimaryschool.com

'When We Welcome A Child We Welcome A Family'



Dear Parent/Guardian

At school we wish to raise the standards of attendance and quality. We continue to endeavour to set high standards and therefore consider it of vital importance to keep parents informed as we monitor our attendance registers.

We recently analysed the register and your child's attendance is giving cause for concern. Your child's attendance is _____%, which equates to _____ days of school absence. An attendance rate of less than 85% may have an adverse effect on your child's education.

We are seeking your co-operation in ensuring that this level of attendance improves. The Educational Welfare Officer visits school on a regular basis to receive an update on our pupil attendance. The E.W.O. will be monitoring your child's attendance over the next four weeks.

We are aware that in some cases these absences have been due to prolonged illness. In this instance, this letter is sent only to alert yourself of the percentage of absence your child is accumulating, which is not always immediately apparent.

I thank you for your attention to this matter.

Yours sincerely

L French
(PRINCIPAL)