

St Michael's PS
Dunamanagh



Attendance Policy

Signature of Chairperson of Board of Governors: _____ *E. O'Sullivan*

Stephen King
Signature of Principal: _____

Date approved: 23/10/2023

Completed: October 2023

Review Due: October 2025

Attendance Policy

It is the school's position that good attendance is crucial to the effective delivery of the curriculum and to the academic progress of pupils. We will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure. Our mission statement is;

"Forward Together in Love"

Aims

1. To maintain the overall good attendance of pupils.
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.

Implementation of the policy on attendance involves:

- Parents
- School secretary
- Class teachers
- Principal
- Education Welfare Officers
- Board of Governors

Roles and responsibilities.

Parents:

Parents 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.

Parents have a responsibility to ensure that children attend school every day unless ill or for another important reason e.g. bereavement or an unavoidable medical appointment.

Parents should also ensure: Children arrive for school on time and where possible, all appointments should be arranged outside school hours.

We discourage 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.

The leaflet entitled School Attendance Matters: A Parent's Guide, is a useful resource and can be found at:

http://www.deni.gov.uk/a_parents_guide_individual_pages.pdf

The school secretary is available every day and messages can be given to her. All absences must be accompanied by a note of explanation or phone call from parents/guardians.

She will;

- Key in daily attendance onto computer am/pm.
- Inform Principal and class teacher where parents have telephoned with an explanation.
- Print Sims attendance forms, absence report forms, monthly figures and monthly registers.

- Report attendance that has fallen below 90% to the principal at the end of each month.

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 2019/14, which can be found at the following link: <http://www.deni.gov.uk>

Class teachers will:

- Be aware of absent pupils.
- Encourage good attendance.
- Alert Principal to any problems which may occur due to unsatisfactory attendance.
- On the third day of absence, if there has been no communication with the school, ring and enquire about the child.

Principal will:

- Have overall responsibility for school attendance.
- Monitor attendance throughout the school.
- Communicate with parents/guardians who have failed to provide a note of explanation or whose child's absence has become a concern e.g. below 90%.
- If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, they will be referred to the EWS, if appropriate.

Education Welfare Officer will:

- Monitor the attendance on a whole school basis.
- Meet the Principal and liaise in the first term.
- Visit the homes of children with poor attendance.
- Interview poor attenders in school.
- Support staff and parents in developing and implementing strategies to address or improve school attendance.

The Board of Governors will:

- Provide support by reviewing school attendance figures and targets.
- Ensure Managing Attendance is discussed as an agenda item at each meeting.

Policy Review

The policy will be reviewed annually to identify the effectiveness as perceived by all staff and the EWO so that recommendations for amendments can be made.

It should be stressed, that whereas this procedure will be followed for the majority of children, there may be occasions when the individual circumstances dictate a different approach. At such times, action will be taken in consultation with Education Welfare and in the best interest of the child.