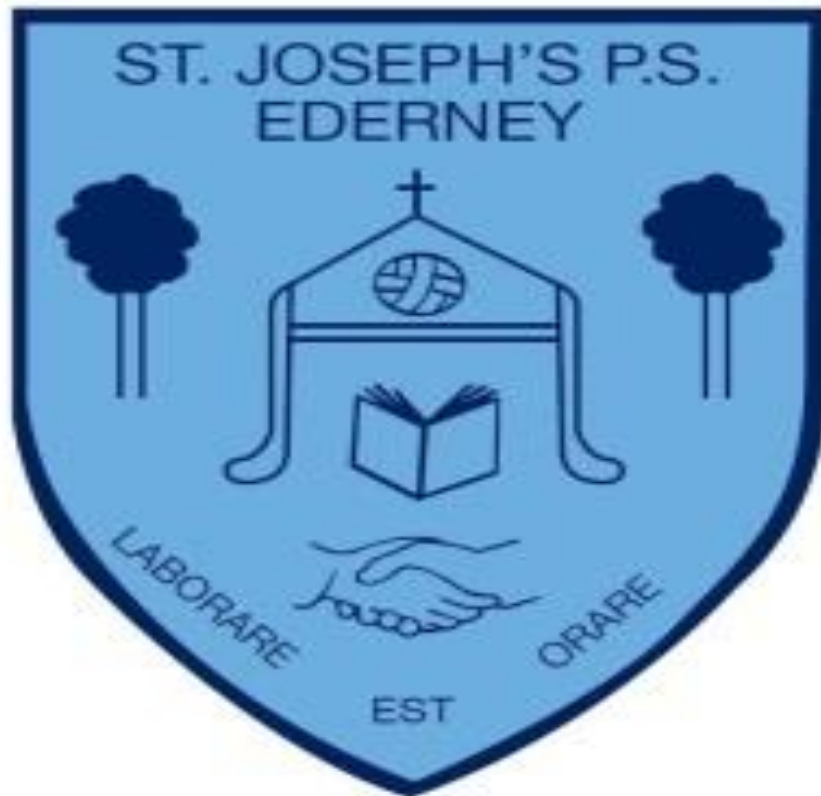


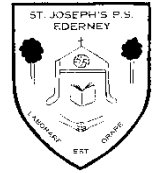
# ***St. Joseph's P.S.***



## ***Pupil Attendance Policy***



## ST JOSEPH'S PRIMARY SCHOOL



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St. Joseph's P.S.,  
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Pupil Attendance Policy

### Rationale

The Department of Education believes regular school attendance is crucial in raising standards in education.

In St Joseph's Primary School, we believe pupil attendance and educational achievement are inextricably linked. We want every child to have full access to the school curriculum and to reach their potential.

Absenteeism can be detrimental to a child's education and accordingly we would encourage parents/guardians to arrange family holidays, medical appointments etc. outside school hours, where possible.

### Aims

St Joseph's Primary School will:

- Endeavour to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.
- Provide advice, support and guidance to parents / guardians and pupils on good attendance.
- Improve and maintain the overall attendance to pupils at St Joseph's Primary School

### Role of the School

St Joseph's Primary School is committed to working with parents/guardians to encourage regular and punctual attendance.

The Principal has overall responsibility for school attendance. Teachers and designated staff will bring any concerns regarding school attendance to his attention.

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 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.

### Role of the Governors

The Board of Governors reviews school attendance figures and targets and ensure attendance is placed as an agenda item regularly (as considered appropriate and necessary by the school principal. A summary and evaluation of the school's strategy for promoting pupil attendance at the school is to be included in the School Development Plan (2022-2025)

### Role of Parents/ Guardians

Parents /Guardians have a legal duty to ensure their child of compulsory school age receives efficient full time education suitable to age, ability and aptitude with regard to any special educational needs they may have, either by regular school attendance or otherwise. Once the child is registered in school, the parent /guardian has a legal duty to ensure that the child regularly attends school.

Your child should only miss school for reasons which are unavoidable or justified.

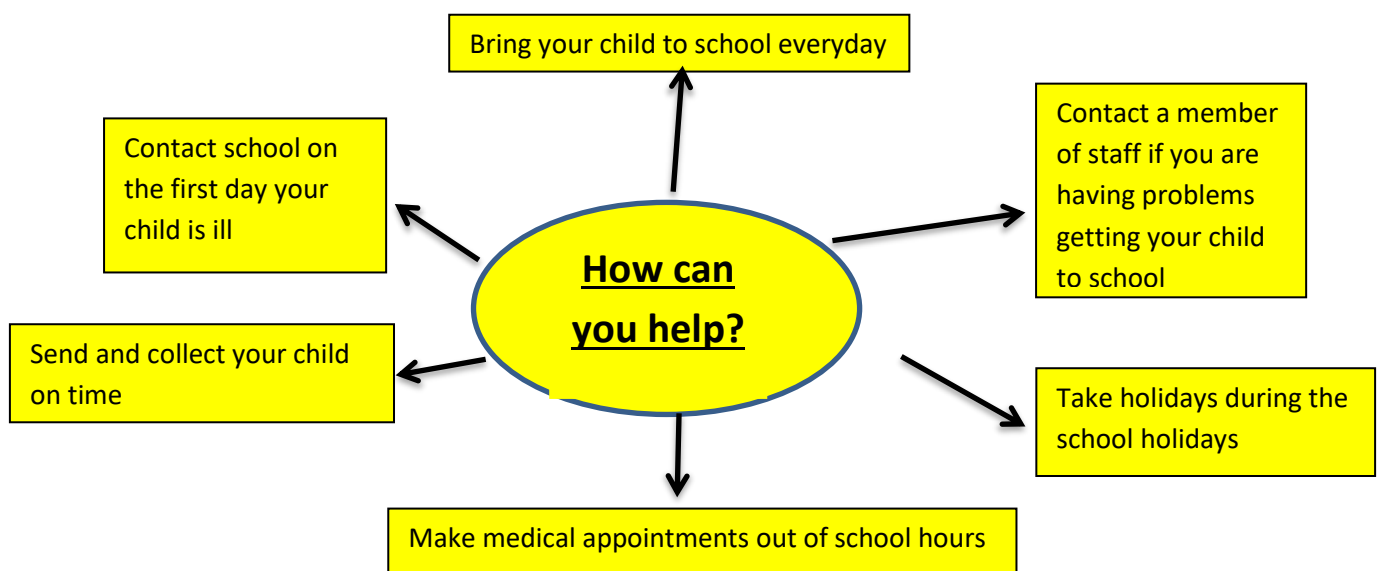
It is the parent's/guardian's responsibility to inform the school of the reason for a pupil's absence on **the first day of absence**. This should be **confirmed with a written note** when the pupil returns to school.

If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any necessary arrangements which may be required.

Pupils are expected to be in school for 9:15am for registration. Registration remains open until 9:30am. It is the responsibility of parents/guardians to ensure that their child is punctual.

The Principal may contact you if lateness persists. In circumstances such as bad weather, the school may keep the register open for a longer period.

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 Joseph's Primary School must attend school punctually and regularly.

### Absence Procedures

Parents/ Guardians should telephone the school office between 9am and 9:30am informing the school that their child will be absent and the reason for absence.

The school notes the reason for absence on the school register. Appendix A gives an indication of the absence codes used.

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

When neither a telephone call nor a letter explaining a child's absence from school has been obtained, every effort will be made to establish the reason for the pupil's absence at the earliest possible stage. Contact mechanisms such as Department of Education's absence notification form will be issued.

Attendance at school is not an option. Even 90% attendance is not good enough. This means your child misses one day every two weeks. While there are valid reasons as to why pupils may be absent from school, parents should aim to achieve maximum attendance if possible. Every school day counts and a day lost learning opportunity.

Attendance percentages can be misleading.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

When attendance falls close to 90% or if your child is absent on a number of odd days, you can expect the principal to contact you to discuss your child's absence from school.

A school absence letter will be issued when levels of absence becomes a 'Cause for Concern'. When attendance falls below 85%, you can expect the Education Welfare Service to be in contact.

### **Education Welfare Service**

The Education Welfare Service (EWS) has a 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 and improve school attendance.

### **Family Holiday during Term Time**

St Joseph'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. Only in exceptional circumstances will a holiday be authorised.

### **Celebrating Good Attendance**

The school celebrates full or regular attendance through assemblies and or pupil certificates, in accordance with EAWR guidelines.