

St Patrick's Primary School, Mullinahoe

Children's Attendance Policy



Introduction

Regular attendance at school and where a pattern of good attendance is maintained serves to allow a child to fulfil their potential.

St Patrick's will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

There are many reasons why it is so important that children attend school.

- to learn and have fun
- to establish friendships
- to experience new things in life
- to develop new skills and acquire knowledge
- to achieve and gain qualifications
- to build confidence and self-esteem
- to have the best possible start in life

Children who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve and become involved in unacceptable behaviour.



Attendance Matters **On Time: First Time, Every Time**

*St. Patrick's works hard to promote the Department of Education mottos
ATTENDANCE MATTER and **MISS SCHOOL – MISS OUT**
by creating a culture of punctuality and excellent attendance.*

Aims

1. To improve/maintain the overall attendance of pupils at St Patrick's 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 has overall responsibility for school attendance.

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.

Staff members bring any concerns regarding attendance to his attention. Teaching staff monitor punctuality and attendance by ensuring attendance is recorded accurately each morning. Self-registration is used by P1 and 2 children which helps to teach the importance of coming to school and being on time. It is also used as a quick reminder to absentees from school for staff and children alike and to assist with recording school meals.

The secretary regularly records attendance on SIMS for use of Principal and staff and auditing purposes. 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: <http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm>

St Patrick's Primary school is committed to working with parents to encourage regular and punctual attendance.

- Class Attendance prizes awarded to pupils with the overall best attendance.
- Distribution to parents and guardians of literature from the Department of Education to promote attendance. Posters displayed on Parents Notice Boards.
- Class Do Jo, and Golden Time points, for P6 and 7, are awarded.
- Full attendance is acknowledged at prize-giving each year.
- Attendance recorded on child's annual reports.
- Reminders to parents on informing school when child is absent.



Role of parents/guardians

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. 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.

* Article 45(1) of The Education and Libraries (NI) Order 1986

Role of Pupils

Each pupil at St Patrick'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.

Pupils are expected to be in their classrooms at 9.00 am registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness 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.

Absence Procedures

Procedures to manage non-attendance

- Regular meetings (at least once) each term between the Principal and EWO to discuss attendance of those children and follow up agreed procedures.
- Parents will be notified by letter from Principal if attendance falls below 85%
- If attendance continues to fall below 85% with no significant reason a referral is made to EWO
- Attendance monitored for 2 weeks to
- If attendance continues to fall below 85% with no significant reason a referral is made to EWO
- EWO will monitor and may carry out home visits
- Concerns highlighted on child's annual report to be addressed

All Parents/Guardians are required to inform the school of a pupil absence by completing an online form which can be found prominently displayed on the school website homepage. Parents can also complete a paper absence notification form which also provides a clear reason for any absence.



St Patrick's Primary School Mullinahoe

Absence Note

Dear _____ was absent

From school on _____

Due to: ☐ Illness ☐ Doctor/Dentist ☐ Bereavement
☐ Other Reason _____

Parent Signature _____ Date _____

Family - Parents/Guardians can help by:

- establishing a good routine in the mornings and evenings to ensure that their child is prepared for school the next day
- making sure that their child goes to school regularly and follows the school rules
- making every effort to ensure their child is punctual
- arranging dental and medical appointments outside of school hours when possible
- **always** informing the school when their child is absent due to illness – by telephone call, in person or a written message
- taking truancy seriously – if their child is not attending school as they expect they may be putting themselves at risk
- not taking family holidays during term time.
- talking to their child about school and taking an interest in their learning
- attending parents evening and school events
- praising and rewarding their child's achievements
- always supporting staff's efforts to control difficult and challenging behaviour.

Family holidays during Term Time

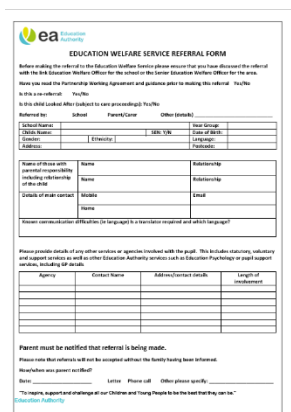
St Patrick's discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

Procedures for Managing Non-attendance

Under Article 45 of the Education and Libraries (Northern Ireland) Order 1986 ("the 1986 Order"), it is the duty of parents who have a child of compulsory school age¹ to ensure their child receives efficient, full time education suitable to their age, aptitude, ability and to any special educational needs they may have. Such education may be provided by regular attendance at school or otherwise, for example home education.

Paragraph 3 (1) of Schedule 13 to the 1986 Order states that it is the duty of a parent of a registered pupil of a school to secure their regular attendance at school. This applies to all children of compulsory school age who are on the roll of a school. As a parent you are legally responsible for making this happen.

Under Part III of Schedule 13 to the 1986 Order, if a child or young person who is registered at a school does not attend regularly, a parent can receive a fine not exceeding £1,000 in court (for each child). An Education Supervision Order (ESO) could also be made by a court under Article 55 of the Children (NI) Order 1995.



EDUCATION WELFARE SERVICE REFERRAL FORM

Before making the referral to the Education Welfare Service please ensure that you have discussed the referral with the Education Welfare Officer at the school or the senior education officer at the school.

How you use the Partnership Working Agreement and this form is to ensure that the school, the parent, the child and the Education Welfare Service work together to ensure the child's attendance at school.

Is this a new referral? ☐ Yes ☐ No

Is the child looked after (subject to care proceedings)? ☐ Yes ☐ No

Referred by: School Parent/Carer Other (Specify):

Child's Name: Date of Birth: Sex:

Address: (City/Town) (County) (Postcode)

Reason for referral:

Details of other contact:

Parent must be notified that referral is being made.

Parent's name: Address: Telephone:

Parent's email: Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date:

Parent's address:

Parent's telephone:

Parent's email:

Parent's mobile:

Parent's signature: Date: </

Education Welfare Service

Education and Library Boards (ELBs) 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.

This policy was ratified by the Board of Governors of St Patrick's Primary School Mullinahoe.



Signed:

(Chairperson)

Date: 30th June 2021



Signed:

(Principal)

Date: 30th June 2021