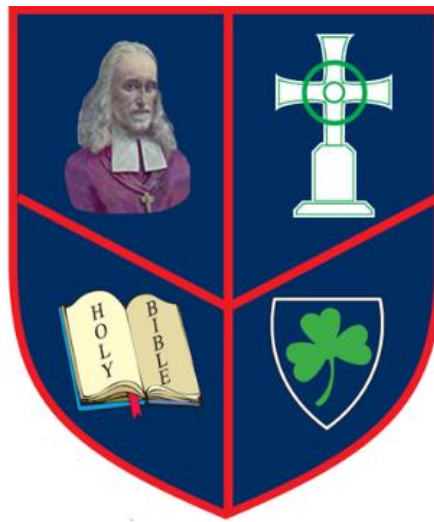


St Oliver Plunkett PS & Nursery Unit



Pupil Attendance

September 2022

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. St Oliver Plunkett PS will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

"As a Catholic school, we at St Oliver Plunkett aim to provide a caring, secure, inclusive and happy environment in which all children are treated as special and most precious members of our school community. We endeavour to meet their needs, while nurturing their gifts and talents. An ethos of achievement, improvement and ambition exists, with clear expectations that all pupils can and will achieve to the very best of their ability. We seek to create a learning community where children, parents, staff and governors demonstrate a commitment to learning and support of each other. We pray together, we play together and we work together to promote excellence across all areas of the curriculum. Our motto embodies our mission statement: Love more, Learn more."

Aims

1. To improve/maintain the overall attendance of pupils at St Oliver Plunkett Primary School and Nursery Unit.
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; teachers/secretary should bring any concerns regarding school attendance to Mrs Kearney's attention.
- 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.
- 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 accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2017/15, link attached below:

www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-andabsence-recording-by-schools

St. Oliver Plunkett is committed to working with parents/guardians to encourage regular and punctual attendance.

Role of Parent/Guardian

Parents/guardians 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/guardian has a legal duty to ensure that they regularly attend that school.

It is a 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 other necessary arrangements which may be required.

Pupils are expected to be in school at 8.50am for registration and the beginning of classes. It is the responsibility of parents/guardians 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.

Role of Pupils

Each pupil at St Oliver Plunkett 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.

Absence Procedures

If a child is absent from school, parent or guardian should ring into the school office to explain the reason for absence and keep the office up to date if it is a lengthy sickness. Principal will monitor and then may need to intervene if there is reason for concern.

Family holidays during Term Time

St Oliver Plunkett PS 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.

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

Education Welfare Service

The Education Authority through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.

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. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Principal: _____

Board of Governors (Chair): _____

Date: _____