

Kilmoyle Primary School

Attendance Policy

Date Reviewed: April 2019

Due for Review: April 2021

Kilmoyle Primary School - Attendance Policy

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. Kilmoyle Primary School will strive to promote an ethos and culture which encourages good attendance. Our aim is that each child who comes to Kilmoyle feels valued and special. We want every child to learn and achieve their very best in a happy, caring environment.

Aims

1. To improve/maintain the overall attendance of pupils at Kilmoyle 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 at Kilmoyle Primary School has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his/her 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 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 2017/15, which can be found at the following link: <http://www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-and-absence-recording-by-schools>

Kilmoyle Primary School is committed to working with parents to encourage regular and punctual attendance.

Role of 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.

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.

Pupils are expected to be in school at 9am for 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 the child's attendance record.

If a 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 Kilmoyle Primary School must attend school punctually and regularly. If you have been absent from school, a written note from your parent/guardian must be provided to your teacher when you return.

Absence Procedures

Parents are asked to contact the school on the first day of an absence to inform the teacher that the child will not attend. All Parents/Guardians are required to send in a written explanation, which provides a clear reason for any absence.

Family holidays during Term Time

Kilmoyle 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.

Procedures for Managing Non-attendance

The Principal will monitor the attendance each half term. If attendance falls below 90% a letter will be sent to parents bringing this to their attention. If there has been a prolonged period of illness, this procedure will not apply. If attendance does not improve, a meeting will be arranged with the parents and attendance will continue to be monitored. If attendance falls below 85% (without prolonged period of illness) or sporadic attendance continues to be a cause for concern, the principal, in consultation with the Board of Governors, will contact the Education Welfare Service.

Education Welfare Service

The Education Authority through the Education Welfare Service (EWS) has 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 his/her attendance falls below 85%, he/she 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.

DENI Attendance Strategy

All parents should be aware of the targets set out in the Department of Education's Strategy on promoting good attendance. The table below is taken from the Department's advice to parents, "School Attendance Matters – a Parents' Guide". The school will, from time to time, remind all parents of these targets, eg beginning of term newsletter, P1 induction, school website.

EVERY SCHOOL DAY COUNTS (From DENI Attendance Matters)

Every single day a child is absent from school equates to a day of lost learning. 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

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.