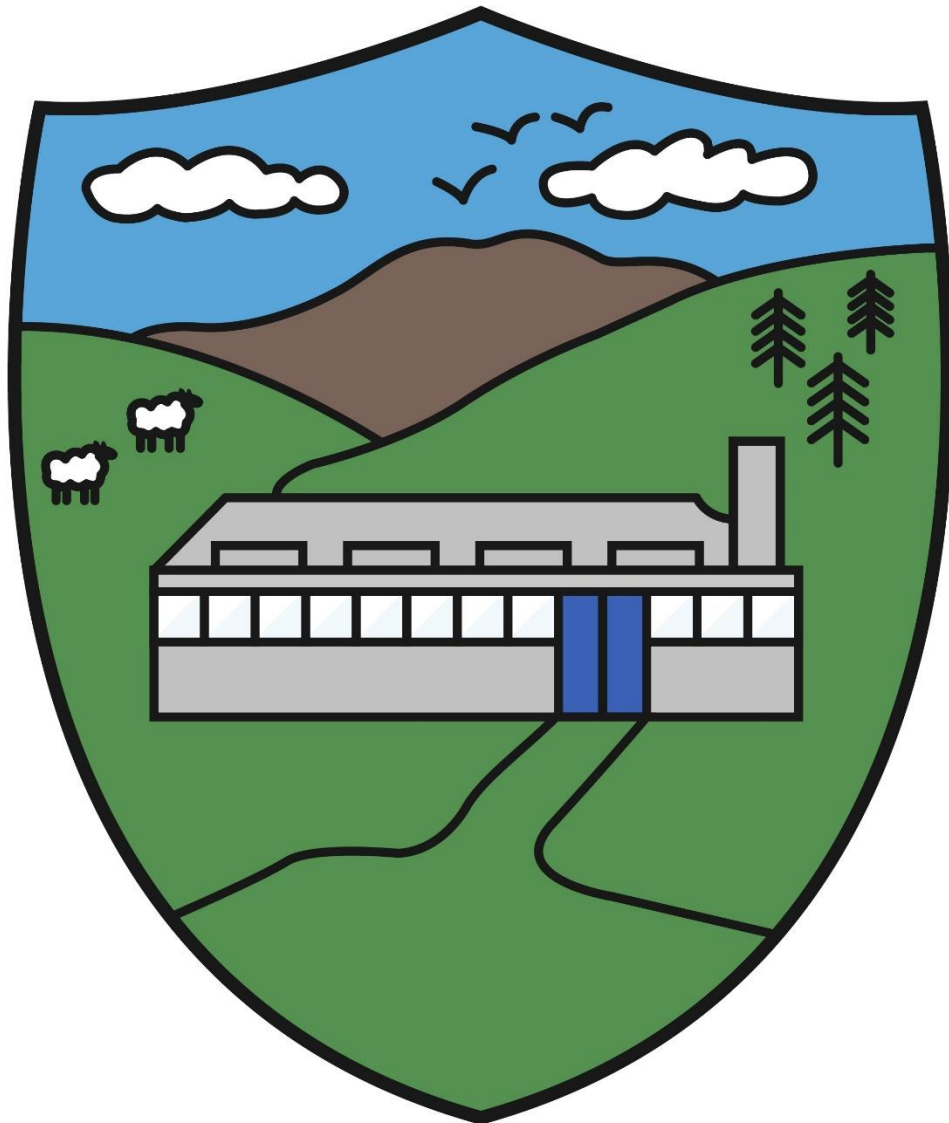


St. Paul's P.S



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.

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

Mission Statement

We, the Governors and staff of St Paul's Primary School believe the school to be a vital part of the Catholic Community. We are firmly committed to:

- The aims of Catholic Education
- Providing effective education for all our children
- Developing positive pastoral care systems in our school
- Establishing close links with the home, the parish and the wider community.

St Paul's Primary School seeks to establish an educative community, centred on Christ so that His values and gospel message pervade the whole life of our school.

Aims

1. To improve/maintain the overall attendance of pupils at St Paul's Primary 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 St Paul's has overall responsibility for school attendance. The teaching staff will bring any concerns regarding school attendance to his attention.

The Board of Governors provide support by reviewing school attendance figures.

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.

St Paul's is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty¹ 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 school.

It is a parent's responsibility to inform the school of the reason for a pupil's absence. 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 9.05a.m. for registration and the beginning of class. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and on the child's attendance record.

If your child appears reluctant to attend school, parents are asked to 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 Paul's Primary School must attend school punctually and regularly. If you have been absent from school, a written note or telephone call from a parent/guardian must be provided to the class teacher

Absence Procedures

All Parents/Guardians are required to provide a clear reason for any absence. Parents are asked to inform the school by telephone on the first day of absence or send a note on the child's return.

Parents are requested, where possible, to arrange medical appointments outside of school times. If a child has to leave school early or come late to school, a member of staff should be notified. No child will be allowed to leave the school premises unless accompanied by a parent or their nominated adult.

Family holidays during Term Time

St Paul'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.

Procedures for Managing Non-attendance

If a child is absent from school for a period of time and no communication is received from the Parents/Guardian, the Principal will make contact with parents/guardians to arrange a meeting to discuss a reason for absence.

Educational Welfare Services

Education Authority (E.A.) through the Education & Welfare Service (EWS) Has a legal duty to make sure that parents meet their responsibility towards their child'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.

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

Signature: _____
Principal

Signature: _____
Chair, Board of Governors

Date