



Fair Hill Primary School

Attendance Policy

Ratified by the Board of Governors on _____

Chair of Governors: _____

Date of Review: October 2025

The Management of Attendance

Responsibilities of Parents

“To ensure that children have an efficient education suited to their age, aptitude and any special educational needs”

Education and Libraries Order 1986

Parents are asked to inform the school if their child is absent. This can be through a Dojo message, a phone call to the school office or a note when the child returns.



Roles and Responsibilities of the Board of Governors

The Board of Governors has the ultimate responsibility for school attendance but this is delegated to on a day-to-day basis to the Principal. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school's attendance policy and practice.

- The Board of Governors is fully aware of the school's Attendance Policy.
- The Principal reports to the Board of Governors about attendance issues on a regular basis.

Roles and Responsibilities of the Principal

Overall responsibility for attendance on a day-to-day basis lies with the Principal. The Principal has the role, along with the Board of Governors for determining resources and staffing to deal with attendance issues, ensuring the Board of Governors are informed about attendance issues and ensuring statistical information is provided as required by government.

The Principal has overall responsibility for attendance. The principal will meet with the education welfare officer half termly to discuss pupil attendance issues.

The Principal will:

- liaise with the education welfare service about individual pupils
- talk to pupils with irregular attendance
- send letter to parents of pupils who are absent from school on a regular basis without explanation
- make a referral to the Education Welfare Service if improvement in attendance is not made
- collate and report attendance information
- take responsibility for overall monitoring of attendance



Roles and Responsibilities of Class Teacher

Effective practice in relation to managing individual pupil attendance depends on the class teacher. In Fair Hill Primary School the class teacher is responsible for:

- Developing trusting relationships with all pupils
- Monitoring attendance, e.g. marking register, collecting absence notes and identifying pupils with irregular attendance patterns
- Following up pupil absence if notes not produced
- Talking to individual pupils about their attendance
- Promoting class attendance through the curriculum
- Referring pupils to the principal
- Liaising with the education welfare officer
- Providing support to pupils after a long absence from school



Roles and Responsibility of Office Staff

Office staff has an important role to play in monitoring attendance in school. The following are some of the roles they may undertake:

- Operating the SIMS system
- Taking phone messages from parents when pupils are absent
- Maintaining the late register
- Compiling lists of absentees
- Collating registration data

The Recording of Attendance

The Department of Education has issued guidelines about categorising absence as authorised or unauthorised. As a result the following codes will be used to record absence. (changed as codes change)

/\	Present	L	Late
C	Suspended	E	Educated off site
I	Ill	N	No reason yet recorded
M	Medical appointment	*	Not on roll
R	Religious observation	O	Exceptional circumstances
B	Bereavement	H	Other Absence
P	Approved Sports	E	Educational Visit
Y	Enforced Closure		

To ensure the school's Attendance Policy operates in an appropriate manner, the Board of Governors has delegated authority to the principal who has the authority to decide whether an absence should be classified as authorised / unauthorised.



AUTHORISED ABSENCES

In normal circumstances the following types of absences will be classified as authorised:

- Illness (when note is provided by parent)
- hospital / dental appointments (when prior notice is given)
- family bereavement
- representing the school / county / country at an approved event
- taking music / dance / drama examinations
- religious holidays (when prior notification of absence is given)

In special circumstances parents may apply for a leave of absence for their child. The authorisation of the absence is at the principal's discretion and must be requested in writing, prior to the absence. In exceptional circumstances, when a written request is impractical, parents should contact the principal, in person, to discuss the matter in confidence.

UNAUTHORISED ABSENCES

In normal circumstances the following types of absence will be classified as unauthorised:

- birthday
- on a shopping trip with parents
- staying at home with ill parent or sibling
- term time holiday

When a pupil is absent on a regular basis, a letter will be sent to the parents to highlight the school's concerns. This letter will detail the attendance percentage and the number of days of absence. Please see (Appendix A) for sample of the letter.

Lateness

In Fair Hill Primary school lateness is strongly discouraged. Pupils are expected to be in their classroom before the bell rings at 9.00 am. The teacher will mark the class register. If a pupil arrives after registration has closed the teacher will mark him/her 'L' on the register, unless a valid reason is provided.

The Principal will review the late marks on a regular basis:

- ❖ When a child is late on a regular basis, the Principal will contact the parents to discuss the matter.
- ❖ Whenever it is deemed appropriate a parent / school contract will be drawn up. Please see (Appendix B) for sample of the contract.



FAIR HILL PRIMARY SCHOOL

ATTENDANCE REGULATIONS

Date: _____

Dear Parent,

Our records show that _____ was absent from school on _____ . As yet the school has received no explanation as to why the absence occurred.

Under DE regulations, school must be informed of the reason for a pupil's absence from and such details are recorded on computer.

Please fill in the pro-forma below and send it to the teacher by return.

Yours sincerely

Mrs S Lennon

Principal

**FAIR HILL PRIMARY SCHOOL
ATTENDANCE REGULATIONS**

Name: _____ Class: _____

Date(s) Of Absence: _____

Reason:

Signed: _____ (Parent/Guardian)

CHILD'S ATTENDANCE

To the Parents of _____

Dear Parent,

We have recently analysed the register and have noted that your child's attendance has dropped to.... % which means that he/she has missed.... days of school.

While 100% attendance is clearly the ideal, in many cases legitimate illnesses or other factors can prevent it. However, when attendance falls below a certain level we become concerned, as our aim is to help your child to reach his/her full potential. This is difficult to achieve if a lot of days are missed from school.

If you feel that you wish to discuss the situation, please contact the school office to make an appointment with the Principal.

Yours Sincerely,

Mrs S Lennon
Principal

Fair Hill Primary School

Parent/School Attendance Contract

Name of Child: _____

Date of Meeting with Parents: _____ Review Date: _____

Child's Attendance: _____

Child's Punctuality: _____

Concern's to be raised with parent:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

How the parent will help resolve the concerns:

How the school will support the parent::

Signed: _____ (Parent) Date: _____

Signed: _____ (Principal) Date: _____