



# Attendance Policy

Created: June 2023  
Renewal date: June 2026

### 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.

Kells and Connor Primary School will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

### Kells and Connor Primary School Ethos and Vision

Kells and Connor Primary School will always be concerned with creating a caring, Christian learning community in which every member feels valued, supported and happy. All staff will strive to provide an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity will be sought and everyone will be encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community will be of paramount importance to all staff.

### Aims of the Attendance Policy

1. To improve/maintain the overall attendance of pupils at Kells and Connor 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 Education Welfare Service.

### Role of the School

The Principal at Kells and Connor Primary School has overall responsibility for school attendance; all teaching staff should bring any concerns regarding school attendance to his attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at meetings on a regular basis.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration.

To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2013/13. The principal will monitor individual pupil, class and whole school attendance on a monthly basis. Letters will be sent to parents/carers when a pupil's attendance falls below 90% for the academic year (without appropriate reasons being given) and if a pupil's attendance falls below 85% the EWO will be contacted (without

appropriate reasons being given). Class prizes will be awarded on a monthly basis and monthly attendance figures per class will be displayed. A yearly target for attendance will be set.

### Home/School Links

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

#### **Role of Parent/Carer**

Parents have a legal duty to ensure:

Every child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs he may have, either by regular school attendance or otherwise.

#### **(Education and Libraries (Northern Ireland) Order 1986)**

It is a parent/carer'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 9.00am 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 recorded 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 Kells and Connor Primary School has a duty to ensure that they 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

Pupil attendance/ absenteeism is monitored daily by all class teachers. In the event of an absence, a pupil is required to bring a note of explanation from home.

### Family holidays during Term Time

Kells and Connor 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, school is not obliged to provide work during these periods.

### Procedures for Managing Non-attendance

If a pupil is absent from school for a prolonged period of time, the class teacher, if requested, will supply the parents with work (provided the absence is not due to holidays).

### Education Welfare Service

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

Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service (EWS) will support staff and parents in developing and implementing strategies to address or improve school attendance.