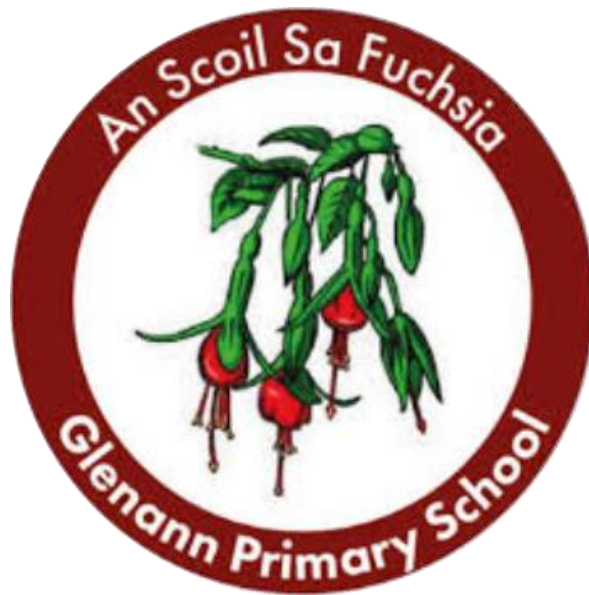


Glenann Primary School



Attendance Policy

September 2025

Introduction

Glenann Primary School places great importance on punctuality and consistent attendance, recognising them as key foundations for effective learning. We are dedicated to fostering a culture where arriving on time and attending regularly are valued by all. We believe that promoting strong attendance habits not only supports academic success but also nurtures essential life skills such as self-confidence, independence, self-discipline and personal responsibility. By instilling these habits early, we help prepare our pupils for the opportunities, challenges and responsibilities they will encounter in adult life.

Aims

- To enhance and sustain high levels of pupil attendance at Glenann Primary School.
- To establish a clear framework outlining roles and responsibilities related to attendance management.
- To offer practical advice, support and guidance to parents, guardians and pupils.
- To foster positive and collaborative relationships with the Education Welfare Service.

School Responsibility

Glenann Primary School is committed to working with parents to encourage regular and punctual attendance. We will:

- make daily, accurate recordings of attendance;
- analyse attendance trends on a regular basis;
- correspond with parents if there is a concern;
- provide the Educational Welfare Officer with updates of all children who have an attendance percentage of 85% or below;
- complete a referral to the EWO if deemed necessary; and
- provide an annual attendance figure on each School Report in June.

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 2025/09, which can be found at the following link:

[Attendance Guidance & Absence Recording by Schools](#)

Governors Responsibility

The Board of Governors holds overall responsibility for pupil attendance at Glenann Primary School. However, the daily management of attendance is delegated to the principal. The Board is also tasked with monitoring overall attendance trends and evaluating the effectiveness of the school's Attendance Policy. To support this, the principal provides regular updates and reports to the governors on attendance-related matters.

Parent/Guardian Responsibility

Parents are legally responsible for making sure their child, once they reach compulsory school age, receives full-time education that is appropriate to their age, ability and any special educational

needs. This education can be provided through regular school attendance or by other suitable means. 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 notification is by phone call to the school office and should include an estimated return to school date. A follow-up call is only required if the reason for absence changes, such as diagnosis from the GP. 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.

The Glenann Primary School gates will open at 8:20am for pupils attending the Early Bird Club. They will reopen at 8:45am, allowing all children to go to their classrooms in preparation for lessons, starting at 9:00am. 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 your child appears reluctant to attend school please discuss the matter promptly with the class teacher, the SENCO or the principal, to ensure that both you and your child receive maximum support.

Pupil Responsibility

At Glenann Primary School we encourage children to take increasing responsibility for themselves. We expect the following from all our pupils.

- That they attend school regularly and punctually.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

Monitoring Attendance

The daily register is completed by the class teacher at the beginning of the morning and afternoon sessions. This information is then recorded electronically on the Department of Education's system. Attendance levels are monitored on an individual and a whole school basis.

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

Authorised Absences

Authorised Absence - where the school has been consulted and can approve the absence.

Examples of authorised absences are:

- illness;
- bereavement;
- unavoidable medical/dental appointments during school hours; or
- exceptional family circumstances.

Unauthorised Absences

Unauthorised absences refer to instances where a pupil is absent from school without a valid reason and where permission has not been granted by the school. These absences are not recognised as acceptable within the school's attendance guidelines.

Examples of unauthorised absences are:

- parents/carers keeping children off school unnecessarily;
- unexplained absences i.e. the absence has never been properly explained to school; or
- day trips or holidays in term time.

Family holidays during Term Time

Glenann Primary School strongly advises against taking holidays during term time, as this can significantly disrupt a pupil's learning and progress. Any family holidays scheduled during school terms will be recorded as unauthorised absences, except in exceptional circumstances where prior approval has been granted. Please note that schoolwork or homework will not be provided for pupils absent due to unauthorised holidays. If you intend to take your child out of school for a holiday or break during term time, it is important to inform both the principal and the class teacher in advance.

Procedures for Managing Non-attendance

Glenann Primary School will continuously monitor each child's attendance record. The school follows a two-step process for any children who are persistently absent for any reason.

1. The principal will review all absences and the reasons given for children whose attendance falls below 85% as a cumulative percentage. It is noted if attendance is improving or deteriorating within the previous month.

Following a review of attendance data, the school may take a range of actions to address concerns and support improvement.

- Parents may be contacted directly to discuss their child's attendance and explore supportive measures.
- Pupils with attendance below 85% will be identified and their attendance discussed during parent/teacher meetings.

- Letters may be issued to parents or guardians of pupils whose attendance is a cause for concern. These letters will outline the school's observations, express concern and invite parents to engage with the school to access support aimed at improving attendance.

Very often these early interventions are successful in effecting improved attendance.

2. The list of children whose attendance is below 85% is also discussed with the Educational Welfare Officer and where the school's action has not resulted in improved attendance, formal referral to the Educational Welfare Service will be discussed/agreed. The principal will liaise with the class teacher, SENCO and, when necessary, other professionals, if the need for support is identified.

Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to the individuals learning and to that of the other pupils in the class.

To ensure a positive and productive start to the day, it is vital that all pupils arrive promptly. Missing the beginning of the school day means missing valuable learning time, key updates from the class teacher and important instructions that set the tone for the day ahead. Late arrivals can interrupt lessons, cause embarrassment for the pupil and may even lead to increased absence over time. Any work missed due to lateness is expected to be completed during the school day to ensure the pupil stays on track with their learning.

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.

Approval of Attendance Policy

Approved by Board of Governors

Acting Chairperson: *Mr F Close*

Date: 23 / 09 / 25

Acting Principals: *Mrs Bailey and Miss Loughrey*

Date: 23 / 09 / 25

Date of Next Review: September 2028