

Carr Primary School aims to provide support to parents and carers to ensure that all children of compulsory school age attend school regularly and maintain a pattern of good attendance throughout their school career.

We believe high levels of attendance and a punctual start to the school day are important to all children. School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. It is the parents' responsibility to ensure that their child arrives to school and returns home safely.

We expect that our pupils will:

- ✓ Attend school every day that they are well enough to do so
- ✓ Attend school punctually
- ✓ Attend school appropriately prepared for the day, i.e. homework, PE kit, packed lunch, pencil case and equipment etc.

We expect that our parents will:

- ✓ Keep requests for their child to be absent to a **minimum**
- ✓ **Provide a written reason using the 'Attendance and Absence' form on the school website for any period of absence**, preferably before the absence or on the first day of return from absence
- ✓ **Provide a written reason in advance of any planned absence due to medical appointments using the 'Planned Absence' form on the school website**
- ✓ Ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn
- ✓ Provide a reason for any lateness
- ✓ Where necessary, work closely with the school and Education Welfare Officer (EWO) to resolve any problems that may impede a child's attendance
- ✓ Take family holidays during school holiday periods
- ✓ Support their child and recognise their successes and achievements

We expect Carr Primary School will:

- ✓ Provide a welcoming atmosphere
- ✓ Provide a safe learning environment
- ✓ Ensure every pupil has access to full-time education to which they are entitled
- ✓ Keep regular and accurate records of attendance and punctuality and monitor each individual child's attendance and punctuality
- ✓ Follows up on absences to:
 - *Ascertain the reason*
 - *Ensure the proper safeguarding action is taken*
 - *Identify whether the absence is authorised or unauthorised*
- ✓ Promote good attendance and punctuality
- ✓ Inform parents of the % attendance of all pupils on the Mid Year and Annual reports
- ✓ Where appropriate, inform parents/carers via a series of letters regarding their child's punctuality and poor attendance
- ✓ Act to address patterns of absence
- ✓ Endeavour to keep in contact with families during a prolonged or significant absence

The Education Authority (EA) has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Educational Welfare Officer (EWO), the Education Authority provides support to schools and parents to fulfil their legal duty. The EWO is the enforcement agency of the Education Authority and, as well as providing guidance and support, its officers may take a parent to court for not fulfilling their duty in relation to school attendance.

If a child is absent, the parent should:

- Contact the school on the first day of absence using the 'Attendance and Absence' form located on the School Website (Parents Section)
- If you ring the school office, then Mrs Buchanan will still ask you to complete the website form

A **written** reason for a period of absence is always required – this website form will act as the written reason and no further notes will be required.

However, if you have not used the website form, then a written absence note will be required when your child returns to school. The school will contact parents who have not offered a reason and after a three week process will mark the absence as unauthorised if no reason is provided.



Sometimes a child may be reluctant to attend school. Where this is the case, we believe that effective home/school communication contributes to a solution. This will help us to identify the root cause of the reluctance to attend and plan the way forward together.

Punctuality to school is crucial. If your child misses the start of the day they can miss work and the time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and can encourage absence.

It is paramount therefore that all pupils arrive at school on time. The school day starts at **8.55am** and we expect all children to be **lined up in the playground** at this time. A child arriving after 9.00am is late. This matter is initially addressed by the class teacher. If work is missed there is an expectation that this will 'made up' by the child.

If a child arrives after the main school entrance door has been closed, the child's name and class will then be logged in a late book along with the reason and time.

School registers and the Late Book are regularly reviewed by the Principal and patterns and frequency of lateness discussed with the Class Teacher for the purposes of addressing with parents at Parental Interviews.

In the case of highly frequent lateness the Principal will contact the parent to suggest a way forward. The list of children who have patterns and frequency of lateness will be discussed with the Educational Welfare Officer on a termly basis.

CARR PRIMARY SCHOOL



Attendance A Guide for Parents

This leaflet provides an overview of the Attendance Policy of Carr Primary School. The full policy can be read on the school website or a paper copy requested from the school office.