PUPIL ATTENDANCE POLICY

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

Aims
1. To improve/maintain the overall attendance of pupils at St Patrick'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 Patrick's Primary School* has overall responsibility for school attendance;(*teachers/designated staff* should bring any concerns regarding school attendance to his/her attention.
The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.
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, which can be found at the following link:
http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm
St Patrick's Primary School is committed to working with parents to encourage regular and punctual attendance.
Role of Parent
Parents have a legal duty[1] 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 that school.
It is a parent'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 9.20 am 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 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 St Patrick's Primary School must 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
(Each school should insert own procedures for reporting absence, monitoring, medical appointments etc)
All Parents/Guardians are required to complete the attached absence notification form which provides a clear reason for any absence.

Family holidays during Term Time
St Patrick'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 teacher is concerned about a pupil's unexplained attendance, the principal will phone the parents/guardian and discuss the issue…This will be followed up with a meeting if necessary and advice sought from EWO..If necessary home tuition will be organised in exceptional long term absences.. Pupils' attendance will be monitored monthly AND RECORDED AND DISCUSSED AT ANNUAL PARENT MEETINGS AND END OF YEAR REPORT....

Education Welfare Service
Education and Library Boards (ELBs) through the Education Welfare Service (EWS) have a legal duty to make sure that parents meet their responsibility towards their children'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.

PROMOTION OF GOOD ATTENDANCE-end of year awards

Approved by BOG-NOV 21ST 2019
NEXT REVIEW DATE NOV 2021