



Edendork Primary School

Attendance Policy Statement

Mr. Brendan Duffy

Chairperson of Governors

Date

Mrs. P. Forker

Acting Principal

Date

Review Date:

Attendance Policy

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.

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

Our School Vision states:

Together as governors, staff, parents, the local Church and community:
“Inspired by our faith in Christ, as a Catholic school, we will provide a happy, secure, caring, well-resourced and stimulating learning environment. We will support and enable our children to realise and achieve their potential. We will empower them to be caring, responsible individuals, contributors to their community, capable of independent thought and well equipped to meet the opportunities/challenges of education, work and life.”

Aims of policy:

1. To improve/maintain the overall attendance of pupils at Edendork P.S.
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

Mrs Mc Alinden/, the Principal at Edendork P.S. has overall responsibility for school attendance; the teachers, classroom assistants or secretary should bring any concerns regarding school attendance to her attention whenever they have a concern.

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 registration.

To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2017/15, which can be found at the following link:

<http://www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-and-absence-recording-by-schools>

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

Role of Parent/Guardian

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 they may have, either by regular school attendance or otherwise. *(Education and Libraries (Northern Ireland) Order 1986)*

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/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence via Class Dojo. 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 morning registration and the beginning of class. 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 Edendork 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

If an absence is known in advance, for example a dental appointment, your teacher should be informed with a note. If you are absent due to sickness etc. contact your class teacher via Class Dojo or phone the school and bring in a note to explain your absence on your return to school.

Family holidays during Term Time

At Edendork Primary School we discourage holidays during term time due to the impact they have on pupils' learning. Any family holidays taken during term time must be discussed with the Principal otherwise they will be categorised as an unauthorised absence.

Procedures for Managing Non-attendance

If any pupil falls below 85% attendance at the end of a month or term, the Principal will establish the reasons for the high absenteeism. If she is unsure, has not received explanations from home, or is concerned with either random or particular patterns of absence, she will contact the parents to discuss the attendance of their child. If Mrs. Mc Alinden is still concerned, or if the attendance of the child does not improve, she will refer the matter to the Education and Welfare Officer (EWO).

Education Welfare Service

The Education Authority (EA) 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 will support staff and parents in developing and implementing strategies to address or improve school attendance.

Signature – Principal

Signature – Chair, Board of Governors

Date: