

9/1/2017

Moneyrea PS & Nursery Unit

ATTENDANCE POLICY



R Greer

MONEYREA PRIMARY SCHOOL & NURSERY UNIT

PUPIL 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.

At Moneyrea we 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 Moneyrea.
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 has overall responsibility for school attendance; teachers and the school secretary 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 each meeting.

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

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:

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

We are committed to working with parents/guardians to encourage regular and punctual attendance.

Role of Parent/Guardian

Parents/guardians have a legal duty¹ 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. 1 Article 45(1) of The Education and Libraries (NI) 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's/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be done by telephone call or email.

This must be confirmed in 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 8.55am for registration and the beginning of classes.

It is the responsibility of parents/guardians to ensure that their child is punctual.

Lateness is recorded at registration and on each child's attendance record.

If a child appears reluctant to attend school parents are asked to discuss the matter promptly with the class teacher or Principal to ensure that the situation can be resolved as quickly as possible.

Role of Pupils

Each pupil at Moneyrea must attend school punctually and regularly.

Pupils who have been absent from school, must provide a written note from their parent/guardian to their teacher when they return.

Absence Procedures

Parents should notify the school by telephone or email or via a sibling on the first day of absence.

Secretary will record any notified absences in the Daily Absence Book.

This book will be brought around the classes by Yr6 pupils and teachers will record absences and will also note any other pupils who are absent.

Secretary will contact the parents of other children who are absent to determine that they are in fact absent and are safely supervised.

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

At Moneyrea we discourage 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.

Only in exceptional circumstances will the school provide work for the pupil to complete over the period of the holiday.

Procedures for Managing Non-attendance

The secretary will monitor attendance rates and notify teachers of any concerns.

In the first instance the Teacher will note any pattern of non-attendance and will contact the parent by phone.

If attendance does not improve the parent will be invited to an interview with the class teacher.

If attendance does not improve the Principal will contact the parent.

Where this has no impact, or attendance is below 85%, the school will contact the EWS.

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.

Signature

Principal

Signature

Chair, Board of Governors

Date

October 2017



MONEYREA PRIMARY SCHOOL & NURSERY UNIT



ABSENCE NOTIFICATION FORM

Please Note – This form must be completed for each period of pupil absence and returned to the school immediately.

Name of Pupil _____

Class / Teacher Name _____

Date(s) of Absence From: _____ To: _____

Reason

Signed (Parent / Guardian) _____

Date ___/___/_____