



## **Attendance Policy**

<b>Reviewed/Updated</b>	<b>Date</b>
Updated	February 2020
Review	August 2022

# **KIRCUBBIN INTEGRATED PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

The following policy has been drawn up and agreed by the teaching staff and has the approval of the Board of Governors of the above school.

### **1. Mission Statement**

As an integrated school we are committed to the education of our children in an open, accepting and secure environment where each child is valued for her or himself regardless of culture or religion. We welcome children of all religions and none and strive to develop their understanding and appreciation of their own religious identity and that of others. We believe that education at its best entails a partnership between home and school and so value the extent of parental help and support offered, encouraging this to the full. This is in line with one of the four key principles of Integrated Education, namely Parental Involvement.

### **2. Attendance Targets**

For children to reach their full potential, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education regulations and this school attendance policy is written to reflect these regulations and the guidance produced by the Department of Education. Each year the school will examine its attendance figures and set attendance/absence targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets.

### **3. School Procedures**

#### **3.1. Registration**

Pupil registration will take place each morning at the start of school, at 9.00am. The registers will remain open for 10 minutes. Children will be recorded as present or absent. Any children who are absent from school will have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. If there is no known reason for an absence at registration, then the absence will, in the first instance, be recorded as unauthorised. In cases where an absence at registration was, for example, for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Only the principal, or a member of staff acting on their behalf, can authorise absence.

### **3.2. Lateness**

Pupils who arrive to school after 9.05am will be marked as present but the code 'L' will be used to record lateness. It is important that children are in school for the opening of registration. This allows them time to get organised for the day.

Lateness will be recorded in minutes. This information will be available for the Education Welfare Officer. Parents will be informed if their child's lateness accounts for 5 or more days in any one month.

Please note that the dinner order is placed at 9.30am. Anyone arriving after this time may not be able to avail of the service and will be required to make alternative arrangements.

### **3.3. First Day Absence**

On the first day of absence parents may contact the school.

### **3.4. Third Day Absence**

If a child is still absent, and there has been no contact from the parents, a standard phone call of enquiry may be made by the school.

### **3.5. Ten Days' Absence**

The Education Welfare Officer will be notified of any pupil who is absent without an explanation for 10 consecutive days.

### **3.6. Frequent Absence**

It is the responsibility of the class teacher to be aware of, and bring to the attention of the Principal, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the Education Welfare Officer.

### **3.7. Return to School/Absence Notes**

Parents should provide an explanation detailing any absence, at first registration, on their child's return to school. An absence note template has been drawn up and may be used for this purpose. This is available online or on request via the class teacher. Parents may also use the Absence Form available via the school app.

Notes received from parents explaining absence will be kept by the teacher for the remainder of the academic year. If there are attendance concerns about the pupil which may require further investigation, then the notes may need to be retained for a longer period.

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupils are helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

#### **4. Promoting Attendance**

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education.

Parents will receive a letter home informing them if their child's attendance has fallen below the EA target of 95%. The Education Welfare Officer will also track any attendances that fall below this percentage.

#### **5. Holidays in Term Time**

Holidays during term time are discouraged by the school. Parents are reminded of the effect that absence can have on a pupil's potential achievement. Absences marked as 'authorised' will only be considered in exceptional circumstances.

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### **Monitoring and Review**

This policy will be monitored regularly by the Senior Leadership Team and the issues arising reported by the Principal to the Governors. The policy will be reviewed by the Principal and the Board of Governors.

Signed: \_\_\_\_\_ Principal

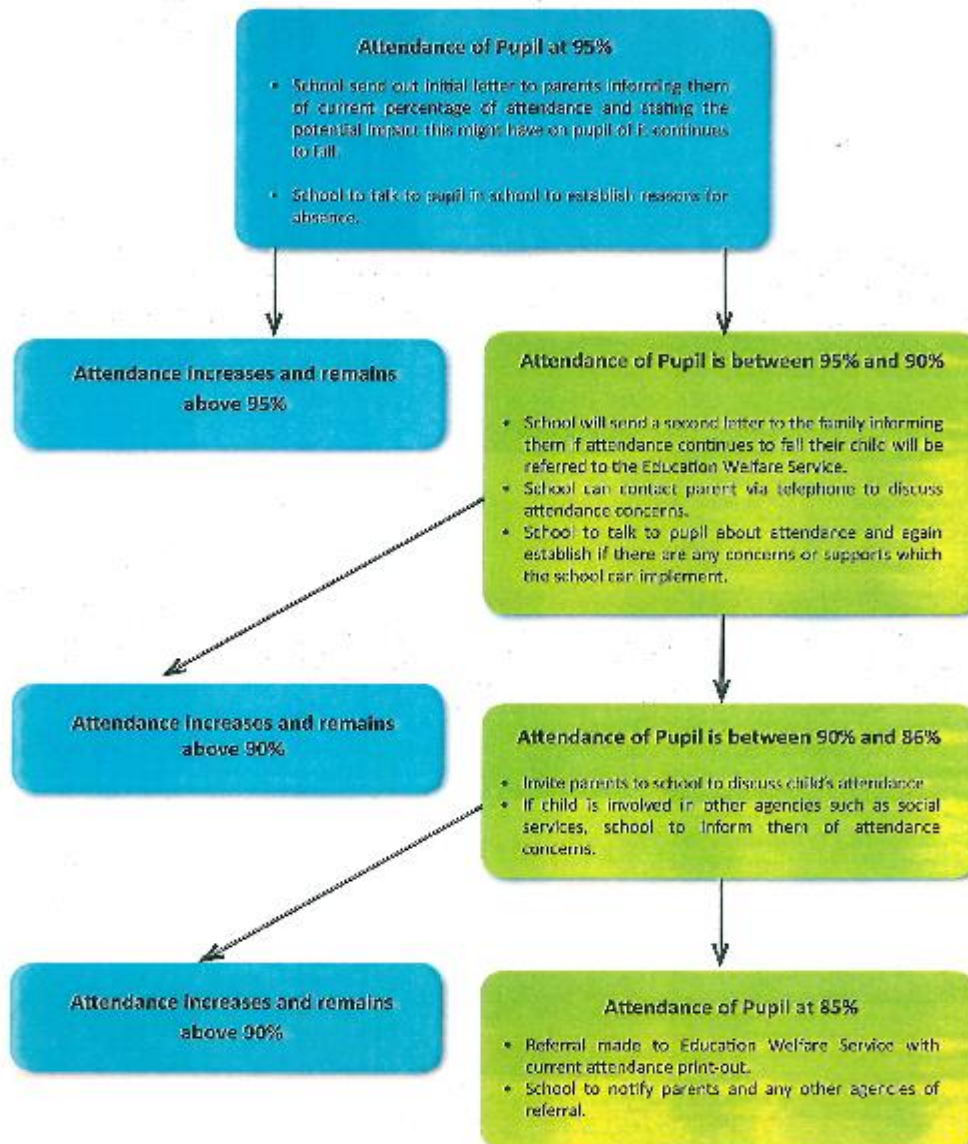
Signed: \_\_\_\_\_ Chair of Board of Governors

Date: \_\_\_\_\_

## Appendix 1



# Action Pre-Referral



## Appendix 2



### Attendance Procedures for Office Staff

At the end of each month –

- 1) Check yeargroup attendance on SIMS and ensure all marks are up-to-date
- 2) Inform staff of any changes to be made
- 3) Print monthly report on attendance and give to Principal and Pastoral Care Coordinator

At end of term –

- 1) Print termly report for all yeargroups (give to class teachers/ SS/ RI)
- 2) Letters to be sent to households where attendance is below 95% as per guidance below.