

 **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 full potential.

Gortin Primary School will strive to promote an ethos and culture which en-courages excellent attendance and where each pupil will feel valued, secure and happy..

**Aims**

The Aims of this policy are to:

1. Improve/maintain the overall attendance of pupils at Gortin Primary school.

2. Develop a framework that defines roles and responsibilities in relation to

 attendance.

3. Provide advice, support and guidance to parents/guardians and pupils.

4. Promote good relationships with Education Welfare Service.

**Role of the School**

The Principal at Gortin Primary School has overall responsibility for school attendance; teachers/designated staff should bring any concerns regarding school attendance to 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 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 and afternoon registration.

To enable our school to 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:

http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm

Gortin Primary School is committed to working to achieve 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 he 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 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. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be pro-longed, 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 no later than 9.15am for registration and the beginning of classes. It is the responsibility of parents to ensure that

children are punctual. Lateness is recorded by the class teacher and reported to the principal.

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 both the parent and child receive maximum support.

**Role of Pupils**

Each pupil at Gortin Primary School has a duty to ensure that they attend school punctually and regularly. If you have been absent from school, a writ-ten note from a parent / guardian must be provided to your teacher when you return.

**Absence Procedures**

If a child is late to school (after 9.15am) the number of minutes late will be recorded by the class teacher.

If a child will be absent from school for any period of the school day parents

must provide a copy of the appointment letter / card or a written note

explaining the reason for the absence to the school office.

If a child is off school for any period of time for any reason a letter must be sent to the school office explaining the reason for his/her absence the day he / she returns to school.

**Absence due to illness**

Gortin Primary School follows the guidance set out by the Public Health Agency on infection control in schools and other childcare settings. Parents are expected to follow the guidance below which states the period of time a child should be absent from school for when suffering from certain illnesses. Parents are also asked to contact school if his / her child is suffering from any of the illnesses below.

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| **Illness**  | **Period of time child should be kept off school**  |
| Chickenpox  | 5 days from onset of rash  |
| German Measles  | 6 days from onset of rash  |
| Measles  | 4 days from onset of rash  |
| Impetigo  | Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment  |
| Scarlet Fever  | 24 hours after commencing appropriate antibiotic treatment  |
| Diarrhoea and / or vomiting  | 24 hours after last episode of diarrhoea and / or vomiting  |
| Flu  | Until recovered  |
| Mumps  | 5 days from onset of swelling  |

**Family holiday during Term Time**

Gortin Primary School strongly discourages holidays during term time due to the impact this can have on pupils’ learning. Family holidays taken during term time will be categorised as an unauthorised absence.

**Procedures for Managing Non-attendance**

Gortin Primary School firmly believes in the importance of regular school attendance for learning and contentment at school, therefore attendance is closely monitored by the class teacher, school Secretary and Principal.

Non-Attendance is managed in the following ways:

If an absence note has not been provided upon a child’s return the school Sec-retary will text parents until it is received.

The secretary and / or class teacher(s) will notify the Principal if there are any concerns with regards to attendance during the school year.

The Principal will check attendance on a termly basis and write to the parents of any child whose attendance has fallen below 85% to remind them of the importance of regular attendance and to inform them of her duty to report

attendance of under 85% to the EWO (Education Welfare Officer). If the child’s attendance has improved by the end of the following term the Principal will write to the parents and child to recognise and praise the improvement in

attendance.

The Principal will report all incidents of attendance below 85% to the EWO and work in conjunction with him/her, the child and the child’s parents to en-sure the child’s attendance improves.

**Education Welfare Service**

Education and Library Boards 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 (EWS) will support staff and parents in developing and implementing strategies to address or improve school attendance.

**Rewarding good attendance**

Gortin Primary School firmly believes in recognising and rewarding all achievements, and attendance is no exception. All children who achieve a year’s full attendance receive a school certificate and we also present bronze, silver and gold certificates as issued by the Western Education and Library Board in a celebration assembly each year.

REVIEW OF POLICY:

**Monitoring and Evaluating the Policy**

Our policy will be reviewed triennially and/or in the light of changes in legislation or practice following consultation with all staff members, parents and external agencies.

Policy Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chairperson of Board of Governors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_