

*St. Joseph's Primary School
(Ballycruttle)*



**PUPILS' 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.

St. Joseph's PS 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. Joseph'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 Education Welfare Service.

Role of the School

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 **2018/12**.

The Principal at St. Joseph's PS has overall responsibility for school attendance. Teachers will 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.

Role of Parents/Guardians

St. Joseph's PS is committed to working with parents to encourage regular and punctual attendance.

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/she may have, either by regular school attendance or otherwise.

"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 prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required." **Education and Libraries (Northern Ireland) Order 1986)**

Pupils are expected to be in school **by 9.00am sharp** 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 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 St. Joseph's 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

Where your child is absent from school, parents/guardians are asked to provide a written note to the class teacher explaining the reason for the absence. The absence will then be coded by the school according to the reason given and entered on the attendance electronic system.

Family Holidays during Term Time

St. Joseph's PS 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, even where parents/guardians have notified the school/Principal.

Education Welfare Service

Education Authority 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.

Procedures for Managing Non-attendance

Where a pupil risks falling below the minimum 85% attendance threshold, the Principal will discuss attendance with parents/guardians of the child and suggest and/or implement strategies to address or improve school attendance.

Approved by Governors: _____

Signed: _____ **Chairperson**

_____ **Vice- Chairperson**

_____ **Principal**

