

ABERCORN PRIMARY SCHOOL



Attendance Policy

Ratified: September 2023

Review Date: September 2026

ATTENDANCE POLICY

Introduction

Regular school attendance is crucial in raising standards in education and that every child can have full and free access to the school curriculum and ultimately reach their full potential.

- The vision statement at Abercorn Primary School is “Learning and Working Together”.

To achieve this vision for every pupil we will promote a school ethos and culture that encourages good attendance and where every child feels valued and secure.

Aims

1. To improve/maintain the overall attendance of pupils at Abercorn 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 the Education Welfare Service.

Role of the School

The Principal at Abercorn Primary School has overall responsibility for school attendance; teachers and support staff should bring any concerns regarding school attendance to her attention.

The Board of Governors

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 ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To enable our school to accurately 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 the following link:

www.deni.gov.uk/publications/circular-2015/02-attendance-guidance-and-absence-recording-by-schools.

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

Advice with regard to parents' and pupils' responsibilities is given through:

Parent information Meetings particularly at the beginning of Year 1.

Monthly letters to parents/guardians

School Website

School assemblies

Class lessons

There is a continuous emphasis on positive behaviour and attitude in Abercorn Primary School and pupils are encouraged to be punctual and regular attendees.

Role of Parent

Parents have a legal duty 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.

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'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.

Pupils are expected to be in school at 8.55am 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 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 Abercorn Primary School must 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

Managing non-attendance.

Abercorn Primary School operates the SIMS attendance register which is completed daily by teaching/support staff. These records are updated on the SIMS system on a daily/weekly basis. SIMS provides easily accessible data on pupil attendance for monitoring/reporting purposes.

When a pupil is absent the relevant code is recorded on the register. If no communication or note is received within 3 days the teacher will record code 'D' indicating that no reason was provided for the absence. A list of the relevant codes is attached in Appendix A.

If a pupil is late for school, then code 'U' will be applied indicating that registration had closed for the morning session.

Staff will monitor attendance in their class on a weekly basis and report concerns to the Principal or member of the Senior Leadership Team.

The school secretary will ensure that monthly reports are made available to the school Principal particularly those pupils for whom their attendance drops below 85% to identify pertinent reasons for non-attendance and if support is required for the pupil/family.

If concerns are verified by the relevant class teacher the following actions will be taken:

1. Reminder to pupil regarding attendance concerns – **if no improvement-**
2. Contact with parents to discuss reasons – teacher or S.L.T. –**if no improvement-**
3. Letter to parents advising of pupil's current level of attendance –**if no improvement-**
4. Referral to Education Welfare Service – usually when attendance drops below 85%.
The Education Welfare Officer will work with the family to improve attendance and punctuality.

Throughout this process the school will closely monitor attendance and punctuality. If there is an immediate improvement then the case will not be progressed but attendance will continue to be monitored.

Family Holidays during Term Time

Abercorn Primary School 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. Only in exceptional circumstances will a holiday be authorised.

Education Welfare Service

The Education Authority (EA) through the Education Welfare Service (EWS) have a legal duty to make sure that parents meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85%, 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.

Archdeacon R West (Chair of the Board of Governors)

Mrs Sandra Saulters/ Mrs G Harrison (Principals)

September 2023