***Old Warren Primary School 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.

Old Warren Primary Schoolwill 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 Old Warren 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 has overall responsibility for school attendance; Staff should bring any concerns regarding school attendance to his/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 each meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon 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-andabsence-recording-by-schools***

Old Warren Primary Schoolis committed to working with parents/guardians to encourage regular and punctual attendance.

***Role of Parent/Guardian***

Parents/guardians 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/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 confirmed with a written note or telephone call 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 9:00am for registration and the beginning of classes. It is the responsibility of parents/guardians 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 Old Warren 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 or a telephone call to the office when you return.

***Absence Procedures***

All parents/carers are required to complete an absence notification form or contact school by phone to provide a clear reason for any absence.

***Family holidays during Term Time***

Old Warren Primary Schooldiscourages 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.

***Procedures for Managing Non-attendance***

Where the class teacher has concerns about the level or pattern of a pupil’s attendance they are discussed with the Principal. Where deemed appropriate the Principal will manage the absenteeism using the following procedures:

1. Contact the family and arrange an appointment to discuss the issue in order to agree a strategy for improving attendance.
2. Should such contact fail to resolve the issue the school may refer the matter to the Educational Welfare Service for additional direction and support.

***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, and/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.

***Old Warren Primary School Attendance Policy***

***Approved by Board of Governors***

***Chairperson***

***Date***

***Date for Review***