

# Ardstraw Jubilee P.S. 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 potential.

Ardstraw Jubilee P.S. will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

At Ardstraw Jubilee Primary School we strive to provide a happy, caring, supportive environment where our children are nurtured to enable them to reach their full potential. Our focus is the whole child.

We aim to develop children who are confident, creative, independent and co-operative learners; who approach challenges with openness, enthusiasm and a willingness to solve problems. We encourage children to have respect for individual differences, to become active contributors to society and life-long learners. We welcome the active involvement of parents and the local community in our school.

## Aims

1. To improve/maintain the overall attendance of pupils at Ardstraw Jubilee 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, Mrs J Kelly, has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to her attention.

Regular attendance is encouraged through teachers planning interesting learning activities, school projects, use of visitors and trips to enhance learning and involve the children more fully in school life. A certificate of Full Attendance is presented annually at the end of year Celebration Assembly.

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 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 2018/12.

Ardstraw Jubilee P.S. is committed to working with parents to encourage regular and punctual attendance.

Attendance information is shared regularly through the school newsletter to highlight overall percentage attendance rates and to encourage school attendance.

Days off school add up to lost learning					
<b>175 NON SCHOOL DAYS A YEAR</b> 175 days to spend on family time, visits, holidays, shopping, household jobs, dental/medical appointments.					
0 days absence  <b>190</b> School Days in each school year  190 days of your child's education	10 days absence  <b>180</b> days of your child's education	19 days absence  <b>171</b> days of your child's education	29 days absence  <b>180</b> days of your child's education	38 days absence  <b>152</b> days of your child's education	47 days absence  <b>143</b> days of your child's education
100%	95%	90%	85%	80%	75%
<b>Good</b> Best chance of success. Gets your child off to a flying start.		<b>Worrying</b> Less chance of success. Makes it harder to make progress.		<b>Serious Concern</b> Not fir on your child Court Action!	

### 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 can be by phone message, email or letter). 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 9.10 a.m. 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.

The school will inform parents of occasions when absence is necessary e.g. for certain infectious medical conditions.

### **Role of Pupils**

Each pupil at Ardstraw Jubilee 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**

Parents/Guardians should inform the school as soon as possible on the first day of absence, either by telephone or a written note. If they inform the school by telephone, they are then also required to send a written note or complete and return to school, the Absence Notification form which provides a clear reason for any absence.

If a pupil must leave during the school day for an appointment, there must be a note signed by a parent/guardian and all pupils must be signed out of school by an adult at the school office.

### **Family holidays during Term Time**

Ardstraw Jubilee P.S. 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.

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

The school Clerical Officer will attempt to contact parents on the first day of absence if no reason has been given by break time.

Attendance percentages for each child are monitored on a monthly basis by the Clerical Officer and the Principal informed of any child whose attendance falls below 90%.

The school will offer advice, guidance and support to parents when a child's attendance is causing concern and will contact the Education Welfare Service (EWS) as necessary.

### **Education Welfare Service**

The Education Authority (EA) through the EWS has 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.

Signature - Principal

Signature - Chair, Board of Governors

Date: Wednesday 7<sup>th</sup> June 2023