



# **DRUMHILLERY PRIMARY SCHOOL**

## **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.

Drumhillery Primary School 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 Drumhillery 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 (Mr Campbell) at Drumhillery Primary School has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his 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 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 provides a wealth of information pertaining to school attendance.

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

## **Role of parent**

Parents have a legal duty (*Article 45 (1) of The Education and Libraries (NI) Order 1986*) 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.

In the event of your child being absent, please inform the school by 10:00am on the first day of absence, either by telephone, email or Class Dojo message, providing a reason for absence.

If the school is not notified by this time the class teacher reserves the right to contact the parent using Class Dojo as follows:

'Your child has not attended for registration today. Please contact the school at your earliest convenience, detailing the reason for their absence and, if possible, the anticipated date of return.'

Where a Dojo message has not been received from a parent, then a written note should be sent in on the day 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. If you know in advance that your child will be absent for any reason, please inform the school as early as possible. Please note all information from parents relating to pupil absence is treated confidentially.

Pupils are expected to be in school no later than 9:25am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lessons begin at 9:25am and any pupil arriving between 9:25am and 9:45am will be recorded as late on the register (Code L) . A pupil arriving after 9:45am will be recorded as absent for the morning session and this will also be shown on their attendance register (Code U)

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 Drumhillery Primary School must attend school punctually and regularly. If you have been absent from school, a message from a parent / guardian must be provided to your teacher on the day of absence or when you return.

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

Drumhillery 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. Teachers are not obliged to provide work for children during term time family holidays.

### **Procedures for managing non-attendance**

Parent / guardians will be contacted by the Principal if a pupil's absence causes concern. Governors will be notified of any attendance concerns.

### **Education Welfare Service**

The Education Authority (Southern Region) have a legal duty through the Education Welfare Service (EWS) 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 :** .....(Chairman, Board of Governors)