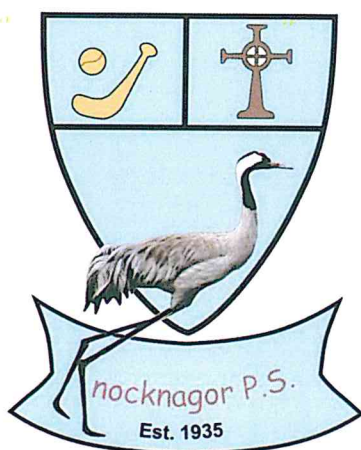


Knocknagor PS



Attendance Policy

Signature of Chair of BOG: Philip McGrade

Signature of School Principal: John Cunningham

Date: June 2021

Review date: June 2023

Article 28: You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

PUPIL ATTENDANCE POLICY

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. Knocknagor 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 Knocknagor 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 Knocknagor Primary School has overall responsibility for school attendance; All staff are responsible for bringing 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

least once a year. 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 2017/15.

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

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 9.20 am for registration and the beginning of classes. It is the responsibility of parents to ensure that their child is punctual. Lateness is

recorded at registration and on their child's attendance record. If a child appears reluctant to attend school, parents are asked to 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 Knocknagor 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

All Parents/Guardians are required to either contact the school by phone on the morning of the first day of absence or send a note to school when their child returns.

At this point of contact parents/guardians must give clear reasons why their child/children are absent.

Family holidays during Term Time

Knocknagor 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.

Procedures for Managing Non-attendance

If a teacher is concerned about a pupil's unexplained attendance, the principal will phone the parents/guardian and discuss the issue. This will be followed up with a meeting if necessary and advice sought from EWO. Pupils' attendance will be monitored monthly and recorded and discussed at annual parent meetings and the child's end of year report.

Education Welfare Service

The Education Authority 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.

Promotion of good attendance.

At Knocknagor Primary School we actively encourage high standards of pupil attendance. Each month at our assembly we announce the top classroom with the best attendance. At the end of the year we issue Certificates of 100% Attendance for one or more years. These are signed by the Principal. This Policy will be reviewed every 2 years.