



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.

Holy Family 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 Holy Family PS.
- 2.** To develop a framework that defines roles and responsibilities in relation to attendance.
- 3.** To provide advice, support and guidance to parents/carers and pupils.
- 4.** To promote good relationships with the Education Welfare Service.

Role of the School

The Principal has overall responsibility for school attendance; class teachers/school secretary should bring any concerns regarding school attendance to his attention.

The BOG provide support by reviewing school attendance figures and targets, and ensuring it is placed as an agenda at each meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded each day.

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:

<https://www.education-ni.gov.uk/publications/circular-201502-attendance-guidance-and-absence-recording-by-schools>

Holy Family PS 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

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 on time at a quarter to nine" and make their way to their classrooms. 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 Holy Family PS must attend school punctually and regularly. If you have been absent from school, a written note from a parent/carer must be provided to your teacher when you return.

Absence Procedures

All Parents/Carers are required to provide the school with a written note which provides a clear reason for any absence.

Family holidays during term time

Holy Family PS discourages holidays taken 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

Education Welfare Service

EANI through the Education Welfare Service 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.

Principal's signature: _____

Chair of BOG signature: _____

Date: _____