

KILLOWEN PRIMARY SCHOOL

PUPIL ATTENDANCE POLICY

June 2016

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.

Killowen Primary School will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

MISSION STATEMENT

Killowen Primary School seeks to provide a warm, welcoming environment, where everyone feels safe and happy and where they are encouraged and enabled to realise their full and unique potential.

SCHOOL MOTTO: FAITH, FRIENDSHIP & UNDERSTANDING

STATEMENT OF ETHOS

FRIENDSHIP

We strive to establish and maintain good relationships at a local, national and international level and value all links with the community. We acknowledge the uniqueness of each of our children and encourage the development of self-esteem, respect and responsibility.

FAITH

We acknowledge the role of the parents as the primary educators in the ways of our Catholic faith. We provide opportunities for their participation in school and parish life to help reinforce gospel values.

UNDERSTANDING

We strive to create a positive learning environment where staff and pupils can flourish.

AIMS OF THE POLICY

- 1.** To improve/ maintain the overall attendance of pupils at Killowen 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 Killowen Primary School has overall responsibility for school attendance; (teachers/ designated staff) 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 the 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 can be found at the following link:

<http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm>

Killowen 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.

(1) 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 the 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 8.40am 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 the child receive maximum support.

Role of Pupils

- To present themselves in school in uniform
- To ensure homework is completed
- If pupils have any problems they should report them to an adult

Each pupil at Killowen Primary School must attend school punctually and regularly. If you have absent from school a written note from a parent/guardian must be provided to your teacher when you return.

Absence Procedures

- Attendance is recorded twice daily
- Unless notified of reason, the school shall enquire as to reason for absence
- Regular patterns of absence will be investigated

All parents/guardians are required to complete the attached absence notification form which provides a clear reason for any absence

Family Holidays during Term Time

Killowen Primary School discourages holidays during term time due to the impact they have on pupils learning. Such holidays will be categorised as unauthorised absences. Only in exceptional circumstances will a holiday be authorised

Procedures for Managing Non-attendance

All children's attendance will be monitored each half-term and if attendance falls below 85% the Education Welfare Service will be notified.

Education Welfare Service

The Education Authority through the Education Welfare Service (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 they will be referred to the EWS. 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 _____

Killowen P.S. Absence Form

NAME	REASON FOR ABSENCE	DATE/S