

Enniskillen Model Primary School

ATTENDANCE POLICY

Updated December 2021

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.

Enniskillen Model 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

In Enniskillen Model Primary School, we want everyone to feel valued and work together within a caring, secure, child centred and inclusive environment. We seek to promote a broad and balanced curriculum, celebrate achievement, encourage independence and motivate all to become equipped with knowledge, skills and values for life-long learning

Aims

1. To maintain the overall high attendance of pupils at Enniskillen Model 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, class teachers and pupils
4. To promote good relationships with the Education Welfare Service

Role of the School

Attendance records will be inputted into the C2K system and monitored regularly

The principal has overall responsibility for school attendance. The teachers following consultation with the designated teacher (Mrs McConkey) will bring any concerns regarding school attendance to his attention

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring they are placed as an agenda item on occasions

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 can be found at the following link:

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

Enniskillen Model is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty¹ to ensure their child of compulsory school age receives 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, his/her 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 verbally/with a written note/entry into the school diary/ respond to a text truancy call. 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 by 9.05a.m. 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 the 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 must attend school punctually and regularly. If absent from school, a verbal message/ written note from a parent/guardian must be provided to your teacher when you return

Absence Procedures

The designated teacher and the secretary will liaise regularly in relation to absences that are a cause of concern.

Parents who have not furnished a reason for absence will be contacted

Family holidays during Term Time: We discourage holidays during term time but appreciate there are occasions when they have to occur. Family holidays taken during term time will be cleared via the principal and will be categorised as an unauthorised absence.

Procedures for Managing Non-attendance

Should a pupil be off for a period of more than 5 days (with no reason being given), the teacher/ office staff will contact home

Education Welfare Service

Education and Library Boards (ELBs) 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 only if deemed appropriate (following consultation between the designated teacher, class teacher and principal). EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Signature: Principal _____

Chair, Board of Governors _____

Date _____

1. Article 45(1) of The Education and Libraries (NI) Order 1986
2. Homework Diaries – new entry (2015 on) to allow absence reasons to be inserted by parents

*Changes /adaptations allowed in light of Covid 19 and periods of remote learning.