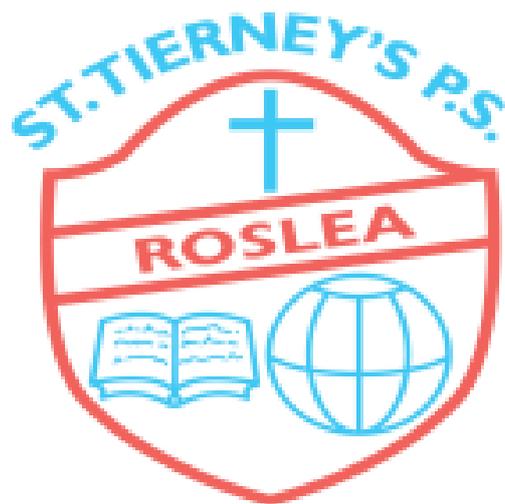


# ST TIERNEY'S PRIMARY SCHOOL ROSLEA



## ATTENDANCE POLICY

Reviewed October 2023

## **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.

St Tierney's 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 & Aims**

In St Tierney's Primary School we are aware of the role that the school has in promoting the life of each child in our care and involves more than academic considerations. As a catholic school, we seek to reflect the values, attitudes, beliefs and practices of our Catholic faith and our local community.

The governors and staff strive to promote an ethos in which fairness, tolerance, compassion and forgiveness will permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought and everyone is encouraged to set / achieve the highest personal, physical, spiritual, social and academic goals.

## **Role of the School**

The Principal at St Tierney's 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 that attendance is recorded at the beginning of morning and afternoon registration.

To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02.

<https://www.deni.gov.uk/sites/default/files/publications/de/2015-02-Attendance-Guidance-Absence-Recording-By-Schools.pdf>

St Tierney's Primary School is committed to working with parents to encourage regular and punctual attendance.

## **Role of Parent/Guardian**

Parents have a legal duty to ensure:

*Every child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs he may have, either by regular attendance or otherwise.*

### **(Education & Libraries NI Order 1986)**

It is a parent/guardian'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 St Tierney's for registration and the beginning of classes at 8.50am. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and recorded on your child's attendance record.

If your child appears to be 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**

To attend school every day, arriving on time and ready for work.

Each pupil at St Tierney's Primary School has a duty to ensure that they 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**

The majority of our pupils achieve excellent levels of attendance and we encourage this through a range of school practice.

Individual attendance certificates will be presently termly to pupils who have achieved 100% attendance that term.

Attendance and punctuality promoted through assemblies and newsletter.

If a child is off school the school will contact parents by text to let them know as soon as possible, unless the parent has already made contact with the school regarding the absence.

If a child's attendance drops below 90% the vice principal will commence close monitoring of future attendance. A Letter will be sent out to advise parents about their child's attendance.

If a child's attendance level does not improve then the vice principal will invite parents into the school to discuss the matter.

If a child's attendance level drops below 85% the vice principal will consult and if necessary refer to the Education Welfare Service.

## **Family holidays during Term Time**

St Tierney's 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.

## **Procedures for Managing Non-Attendance**

### **Education Welfare Service**

Education and Library Boards through the Education Welfare Service have a legal responsibility to make sure that parents meet their responsibility towards their children's education.

Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service (EWS) will support staff and parents in developing and implementing strategies to address to improve school attendance.

Signature Principal

Signature Chair, Board of Governors