PUPIL ATTENDANCE POLICY

INTRODUCTION

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs he or she may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Moneymore Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuing of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school. This policy has been developed in consultation with Governors, Teachers, Educational Welfare Services. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

AIM

To raise levels of achievement by ensuring the highest possible level of attendance, punctuality and involvement in the school.

OBJECTIVES

- To promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- To promote opportunities to celebrate and reward pupil's successes and achievements.
- To raise awareness of the importance of good attendance.
- To keep an accurate and up to date record of attendance.
- To ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance of individuals, groups and the school.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities of Pupils

- To respect themselves and others.
- To do all they can to attend school regularly and punctually.
- To inform a trusted adult if they feel that they are being bullied.
- To encourage friendship and a sense of belonging.
- To be happy and encourage others to feel happy.

Roles and Responsibilities of Parents

- To keep requests for their child to be absent to a minimum.
- To provide a written explanation for any period of absence via email or the school app.

- To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness.
- To work closely with the school and Education Welfare officer (EWO) to resolve any problems that may impede a child's attendance.
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances.
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as assessment periods.
- To support their child and recognise their successes and achievements.

Roles and Responsibilities of the Board of Governors

- Implement Attendance Policy and inform parents.
- Monitor and review Attendance Policy annually.
- Set and monitor attendance targets.

Roles and Responsibilities of the Principal

- Give attendance a high profile at assemblies, induction meetings and class information meetings.
- Monitor attendance that is falling below 85% on a monthly basis.
- Report on attendance to Governors.
- Look for patterns of absences and send a letter to parents of pupils who are absence from school on a regular basis without explanation.
- Meet with parents to discuss attendance problems as soon as they are identified.
- Meet with the Education Welfare Officer as required to review attendance.
- Make referrals to the Education Welfare Service.

Roles and Responsibilities or the Class Teacher

- Give attendance a high profile. Praise students for arriving on time and take prompt action where students are late or absent without explanation.
- Keep an accurate register.
- Record pupil absence via the iPad Buddy System in the classroom.
- Monitor attendance by identifying pupils with irregular attendance patterns.
- Talk to individual pupils about their attendance.
- Inform the Principal when absence is causing concern.
- Provide support to pupils after a long absence from school.

Roles and Responsibilities of the Office Staff

- Oversee administration of the SIMS Register system.
- Collate registration data.
- Collate messages from parents when pupils are absent via the school app or email.
- Provide monthly attendance reports to the Principal.
- Liaise with Teaching Staff to monitor accuracy of record keeping.

Roles and Responsibilities of the Education Welfare Officer

- Work closely with school and families to resolve attendance issues.
- Visit school for meetings at agreed times.
- Identify, with school, cases of unauthorized absence which necessitate action and advise on responses.
- Provide written reports to school in the form of consultation sheets.
- Complete regular register checks.
- On receipt of a written referral, take appropriate action.

SCHOOL PROCEDURES FOR RECORDING AND MONITORING ATTENDANCE

Recording

The class teacher will take a register recording who is present and absent from school at **9.00 am.** The register is electronically checked in the school office. If any pupil arrives after registration has closed, a parent MUST register at the office for purposes of fire regulations. A reason for the lateness will need to be provided and a decision made by the Principal to mark it as an authorised or unauthorised absence. Reasons for absence must be sent to the school via the school app or email. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This will be made within the guidance set out in the 1996 Education Order. A reason for a period of absence is always required. The school will contact parents who have not offered a reason and after a three week process will mark the absence as unauthorised if no reason is provided.

Authorised Absences

The following types of absence will be classified as authorized:
- Illness (when a note is provided by a parent.
- Family bereavement.
- Representing the school/county/country at an approved event.
- Taking music/ballet/drama examinations.
- Religious holidays (when prior notification of absence is given).

Unauthorised Absences

The following types of absence will be classified as unauthorised:
- Birthday
- Staying at home with an ill parent/sibling.
- A shopping trip with a parent.
- Term time holiday.

Monitoring

The Principal and the EWO will review the attendance of all the schools pupils on a termly basis and any pupils identified as cause for concern or less than 85% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and will detail the attendance percentage and the

number of days absence (Appendix 1). The pupil's attendance will be closely monitored and if after a two week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the Principal to discuss the issue and hopefully resolve any issues preventing the pupil from attending. If the parent/s do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the EWO will be made. The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school strategically manage attendance issues. The EWO will also have access to this information and will use the reports to support her role.

Official Register

A copy of the electronic register will be printed monthly providing a paper version of the electronically stored information for the previous term. The monthly printouts will be bound together to form record and will be stored for a period of 3 years in a secure location.

STRATEGIES USED TO PROMOTE GOOD ATTENDANCE AND PUNCTUALITY

- Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.
- Pupil attendance figures will be published with the annual academic reports.

POLICY REVIEW

This policy will be reviewed annually along with the procedural operations for monitoring and managing pupil attendance and punctuality.

Reviewed January 2023

Appendix 1 (Shared with parents annually)

Moneymore Primary School

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading:

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks!

Every School Day Counts

0 days off school	-	100%	-	Perfection
Equates to 2 days off school each year	-	99%	-	Excellent
Equates to 5 days off school each year	-	97%	-	Good
Equates to 10 days off school each year	-	95%	-	Slight Concern
Equates to 20 days off school each year	-	90%	-	Concerned
Equates to 30 days of school each year	-	85%	-	Very Concerned

5 days absence over the whole year **97% to 100%** Good chance of success and progress	20 days absence over the whole year **90%** Less change of success. Harder to make progress.	20+ days absence over the whole year **Under 90%** Detrimental to success and progress

Every Minute Counts

LATENESS = LOST LEARNING (Figures below are calculated over a school year)		
5 Minutes late each day	**3** days lost!	**Be at the classroom on time and ready to learn!**
10 Minutes late each day	**6.5** days lost!	
15 Minutes late each day	**10** days lost!	
20 Minutes late each day	**13** days lost!	
30 Minutes late each day	**19** days lost!	