

# St Joseph's Primary School (Madden)



## Attendance Policy



### **Policy Review**

**Date Agreed:** May 2024

**Next Review Date:** May 2027

**Signed by Chair of Governors:**

Mr P Mc Aleavey

## **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 full potential.

St Joseph's Primary School will strive to promote an ethos and culture which encourages excellent attendance and where each pupil will feel valued, secure and happy.

## **Aims**

The Aims of this policy are to:

1. Improve/maintain the overall attendance of pupils at St Joseph's Primary school.
2. Develop a framework that defines roles and responsibilities in relation to attendance.
3. Provide advice, support and guidance to parents/guardians and pupils.
4. Promote good relationships with Education Welfare Service.

## **Role of the School**

The Principal at St Joseph's 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 meetings on a regular basis.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration.

To organise incentives to promote good attendance and punctuality.

To provide guidance and support to Parents/Carers who are having difficulty getting their child to attend school each day.

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 which can be found at:

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

St Joseph'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 school attendance or otherwise.*

(Education and Libraries (Northern Ireland) 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/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 or digital communication when the pupil returns to school. If the absence is likely to be pro-longed, 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 no later than 8.50 am for registration and the beginning of classes. It is the responsibility of parents to ensure that children are punctual. Lateness is recorded at registration and recorded on children's attendance records. If a child appears reluctant to attend school parents are asked to discuss the matter promptly with the class teacher or Principal to ensure that both the parent and child receive maximum support.

### **Role of Pupils**

Each pupil at St Joseph'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**

If a child will be absent from school for any period of the school day parents must provide a copy of the appointment letter / card or a written note explaining the reason for the absence to the class teacher. If a child is off school for any period of time for any reason a letter must be sent to the class teacher explaining the reason for his/her absence the day he / she returns to school.

### Absence due to illness

St Joseph's Primary School follows the guidance set out by the Public Health Agency on infection control in schools and other childcare settings. Parents are expected to follow the guidance below which states the period of time a child should be absent from school for when suffering from certain illnesses. Parents are also asked to contact school if his / her child is suffering from any of the illnesses below.

<b>Illness</b>	<b>Period of time child should be kept off school</b>
Chickenpox	5 days from onset of rash
German Measles	6 days from onset of rash
Measles	4 days from onset of rash
Impetigo	Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment
Scarlet Fever	24 hours after commencing appropriate antibiotic treatment
Diarrhoea and / or vomiting	48 hours after last episode of diarrhoea and / or vomiting
Flu	Until recovered
Mumps	5 days from onset of swelling

### Family holiday during Term Time

St Joseph's Primary School strongly discourages holidays during term time due to the impact this can 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

St Joseph's Primary School firmly believes in the importance of regular school attendance for learning and contentment at school, therefore attendance is closely monitored by the Principal.

Non-Attendance is managed in the following ways:

If an absence note has not been provided upon a child's return the school the class teacher will request one from the parent. The secretary and / or class

teacher(s) will notify the Principal if there are any concerns with regards to attendance during the school year. (See appendix 1)

The Principal will report all incidents of attendance below 85% to the EWO (Education Welfare Officer) and work in conjunction with him, the child and the child's parents to ensure the child's attendance improves.

### **Education Welfare Service**

Education Authority 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 or improve school attendance.

### **Rewarding good attendance**

St Joseph's Primary School firmly believes in recognising and rewarding all achievements, and attendance is no exception. All children who achieve a year's full attendance receive a school certificate.

Appendix

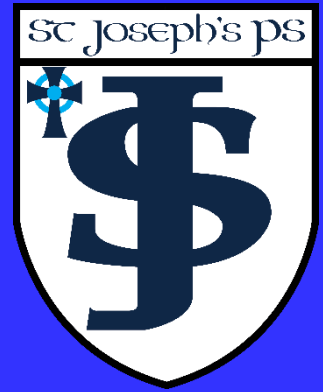
Date: \_\_\_\_\_

Dear \_\_\_\_\_

Your child \_\_\_\_\_'s attendance record is giving us cause for concern. We will continue to monitor the number of days your child is absent from school. If there is no significant improvement the school will request the assistance of the Education Welfare Officer (EWO) who will help with this problem. If you wish to discuss or explain reasons for your child absence please contact the Principal, Mr Hart.

Yours sincerely

Principal



IN CHRIST WE LIVE,

LOVE AND LEARN

st Joseph's ps

50 Fernalloy Rd.

Malden

BC60 3LR

Principal

Paul Hart

Bed / pcfml