

# CLINTYCLAY P.S.



## **ATTENDANCE POLICY**

### **Mission Statement**

**“We want to develop each individual to their full potential by providing a broad, balanced and relevant curriculum”**



**(October 2017)**



## SCHOOL ATTENDANCE POLICY

### RATIONALE:

The aim of this attendance policy is to promote good attendance in the school by all pupils as there is a proven link between good attendance, academic achievement and overall personal development.

The policy links to a number of other school policies including: Child Protection /Anti Bullying / Special Education Needs etc.

Parents and teachers share the responsibility for supporting and promoting excellent school attendance for all pupils and this policy reflects that partnership approach.

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled.

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a **goal of 100% attendance** for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.



## **AIMS**

- To promote the highest level of attendance possible for each pupil and to reduce absence, including persistent absence.
- To intervene early to address patterns of absence
- To ensure that there are accurate, attendance records for each pupil in the school.
- To allow class teachers to identify pupils with punctuality /attendance problems as early as possible so that action can be taken to improve the situation as soon as possible.
- To provide accurate information to outside agencies regarding pupil attendance/punctuality as appropriate.
- To provide staff/parents with up to date information through SIMS.
- To inform parents of importance of good attendance (leaflet)
- Pupils and parents made aware that school attendance target is **100%**
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## **IMPLEMENTATION**

- Attendance is to be recorded electronically through SIMS each morning.
- All parents are to provide a note explaining their child's absence on the first day they return to school.
- Principal to review pupil attendance on a regular basis and liaise closely with teachers
- Class teachers to monitor attendance closely and inform SMT of any emerging concerns
- Liaison with EWO or other relevant agencies

The school has high expectations of all pupils and staff in relation to attendance and punctuality.

Pupils are actively encouraged to attend school regularly by all staff.

Attendance is monitored closely and good attendance is recognised and rewarded at class and whole school level.

Targets for improvement of attendance are set and reviewed regularly at the individual/ class/ year group and whole school level.

## **ERRATIC ATTENDANCE/PERSISTENT ABSENTEEISM**

These are often symptoms of an underlying problem which may relate to home circumstances or to the pupils' school experience. A positive approach is adopted in all cases and the aim should be to define the cause of the absenteeism and deal, if possible, with that.

Parents whose child's attendance is erratic will be spoken to by the class teacher and steps taken to improve attendance e.g. Individual targets set.



When appropriate, the Principal will liaise with the EWO to arrange for their involvement with the family of the pupil. Regular meetings with the EWO are held throughout the year.

## **ROLES AND RESPONSIBILITIES**

### **CLASS TEACHER**

It is the responsibility of the CLASS TEACHER to:

- Encourage and recognise good attendance at every opportunity in the classroom through rewards/ recognition etc.
- Record the attendance of the pupils in his/her class each morning electronically before 9.30am.
- Ensure that a reason for absence submitted by the parent in writing on the first day of return- sign and file the note in the folder provided and store in a careful space for reasons of confidentiality.
- Communicate any concerns re individual pupil absence to the Principal/ VP.
- Support pupils with absence to engage with their learning once they are back in school.

### **The PRINCIPAL is responsible for:**

- Actively promoting good attendance.
- Setting whole school targets for improving school attendance.
- Monitoring and evaluating the effectiveness of the school attendance policy.
- Contacting and liaising with EWO if required

### **THE EDUCATION AND WELFARE OFFICER**

It is the responsibility of the Education and Welfare Officer to:

- Develop an effective partnership with the school in dealing with pupil welfare/attendance.
- Actively promote good attendance and punctuality in the school.
- Monitor the attendance of pupils.
- Liaise with the Class Teacher /Principal in matters of pupil welfare and attendance.
- Provide accurate information on individual attendance as required by the school/outside agencies.
- Deal with referrals made by the Principal.



## **MONITORING AND EVALUATION**

The effectiveness of the school attendance policy will be monitored and reviewed on a regular basis. The evaluation will be based on the following evidence:

**Attendance data** in relation to: individual pupils/classes/year groups.

Updates on school attendance as provided to governors.

The school principal has overall responsibility for monitoring and evaluating the policy and its implementation.

## **PARENTS**

- Ensure that your child attends school every day unless they are ill or have an authorised absence
- Ensure that your child arrives in school early and in time for registration
- Submit absence note to child's class teacher on the first day of return from absence ( there is no need to ring the school on the first day of absence)
- If there is a continuous absence beyond one week's duration, parents should contact the school/ class teacher by telephone.
- Discuss with teacher any planned absences well in advance
- Support the school target of 100% attendance for all pupils
- Avoid taking your child out of school for non-urgent appointments/ reasons
- Arrange holidays during holiday periods
- Talk to your child about the importance of good attendance and the value of education in relation to personal development and future employment.
- Beware of what constitutes good attendance: See table below:

<b>100% Attendance</b>	<b>0</b> days missed
<b>95% Attendance</b>	<b>9</b> days of absence ( almost two weeks missed)
<b>90% Attendance</b>	<b>19</b> days ( almost 4 weeks missed)
<b>85% Attendance</b>	<b>28</b> days ( almost 6 weeks missed)

If your child is absent for more than 5 days and you have not contacted the school with an explanation we will contact you by phone.

When a child's attendance falls below 90% and no satisfactory explanation has been provided we will again contact you by phone to discuss.

In circumstances where a child's attendance falls below 85% an *Attendance Plan* may be drawn up – this would normally require a referral to and home visit from the EWO.



## **WHAT DO I DO AS A PARENT IF MY CHILD IS ABSENT**

There is **no requirement** to ring the school/ teacher on the first day of your child's absence from school.

Where absence extends or is likely to extend beyond **3 days** please contact the school by telephone.

Maintain regular phone contact with the school providing updates etc. until your child returns. Request that work to be sent home for the child if that is necessary/ appropriate.

Provide the teacher with a written explanation for your child's absence on the first day of their return to school.

In cases of chronic health conditions/ hospital admissions- requiring long periods of absence etc.- please provide the school with a medical note etc.

## **MY CHILD IS AVOIDING COMING TO SCHOOL- WHAT SHOULD I DO?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact the school immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

## **WHAT CAN I DO TO ENCOURAGE MY CHILD TO ATTEND SCHOOL?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education

Your child will bring home a school diary each evening. Please ensure you look at it with your child and sign it weekly.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but



consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

### **PROMOTING GOOD ATTENDANCE**

For all pupils to benefit from the education on offer in the Clintyclay Primary, regular school attendance is essential. Good attendance is recognised and rewarded at all levels in the school:

- Certificates for good attenders
- Issue discussed with children at assemblies
- Policy issued annually to parents
- Articles re attendance in Trinity News/ Website
- Miss School Miss Out Leaflets distributed
- Monitoring of attitudes to attendance via PASS survey and interventions
- Individual discussions with parents re attendance issues
- Reporting to parents on attendance at October meetings/ Annual Reports

Clintyclay Primary has high expectations of all pupils and staff in relation to attendance and punctuality.

### **ABSENTEEISM**

Pupils should always bring in a note from parents/guardians explaining an absence on their return.

### **FAMILY HOLIDAYS DURING TERM TIME**

Clintyclay Primary discourages holidays during term time due to the impact they have on pupils' learning. Only in exceptional circumstances will a holiday be authorised.

### **PROCEDURES FOR POOR ATTENDANCE**

- SMT / Class teachers liaise together on a monthly/ half termly basis to identify those pupils whose attendance falls below **90%**.
- Letter sent to parents notifying school's concern about their child's attendance. (See note attached)
- A pupil whose attendance falls below **85%** is referred to the EWS

### **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, if appropriate. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

## **CONSULTATION**

Policy drawn up in consultation with:

- Pupils
- Staff
- Parents
- Governors

The policy- (Summary) will be distributed to parents annually.

Signed \_\_\_\_\_ (Chairman of Board of Governors)

Signed \_\_\_\_\_ (Principal)

Date            October 2017

**(Review date – October 2018)**



## Clintyclay Primary School



### Re. Pupil Attendance

Date\_\_\_\_\_

Dear Parent

You will know that attending school every single day is crucially important as there is a very direct link between good attendance and a child's progress in their learning. See Department of Education leaflet: "*Miss School- Miss Out*"

As you are also aware, pupil attendance is closely monitored in Clintyclay Primary School. Following a recent audit of pupil attendance, your child\_\_\_\_\_ was shown to have a percentage attendance figure of\_\_\_\_\_

Concerns around pupil attendance are normally raised when a child's attendance falls below **90%** and indeed when this figure falls below **85%** the intervention of the *Education Welfare Officer* is often required.

***(NB All pupils are expected to have an attendance figure above 95% notwithstanding the fact that children can, through no fault of their own, be absent for long periods due to illness etc.)***

I would ask you to contact the school/ class teacher as soon as possible to discuss the above attendance concerns. Please ensure that all absence notes have been submitted to the class teacher.

Many thanks for your cooperation on this important matter.

Yours sincerely

Fiona Hampsey

Principal



Clintyclay Primary School

Absence Notification Form



**NB: Please note that this form must be completed for each period of absence and returned to your child's class teacher on their first day of return to school.**

Name of Pupil \_\_\_\_\_

Class /Teacher Name \_\_\_\_\_

Reason

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed (Parent/Guardian) \_\_\_\_\_

Date \_\_\_\_\_

Singed Teacher \_\_\_\_\_ Date Received \_\_\_\_\_



Clintyclay Primary School  
Promoting Good Attendance



Notes for Staff

Every single member of staff has a role to play in promoting good pupil attendance. We all recognise the very clear connection between attendance at school and the progress made by children in their learning.

We aim for **100% attendance** by all pupils notwithstanding the fact that some children will be unavoidably absent due to illness etc. All staff are asked to:

- Ensure that the attendance register is completed at the beginning of the morning and afternoon sessions and before 9.30am each morning.
- Read and understand the school's Attendance Policy- [www.holytrinitypscookstown.com](http://www.holytrinitypscookstown.com)
- Be aware of the trigger points for action when a Child's attendance falls below:

-**95%** - monitor closely

-**90%** -discuss with parent/ child – Issue concern note having consulted with Principal/ VP

-**85%**- speak to Principal / VP with a view to referral to EWO

- (Please refer to the class data on attendance held on Sims/ issued regularly)
- Follow up to establish why a child is absent **after 3 days-** (*In circumstances where no contact with the school has been made by the parent to explain their child's absence-*)
- Actively promote good attendance within the classroom by speaking to pupils/ parents re attendance / recognising and rewarding good attendance etc.
- Maintain contact with parents during the child's period of absence especially during longer periods - Provide work for the child who is absent (If requested/ if this appropriate)
- Collect, sign and store all absence notes received in the class folder provided and present these on request.



## Clintyclay Primary Attendance

### Promoting Good Attendance

#### Summary to Parents



**Full Policy: [www.clintyclayps.com](http://www.clintyclayps.com)**

Attending school every single day is vital if your child is to make progress in their learning and for them to benefit from the many opportunities to develop and flourish. Our aim is that every child would have a **100% attendance**- though we are realistic to know that some children may be unavoidably absent due to illness. Parents and teachers have a shared responsibility for promoting good pupil attendance and we seek your partnership and cooperation in this task.

#### ***To this end we ask that:***

- You speak to your child regularly about the importance of good attendance at school.
- Ensure where possible that your child does not miss school and arrives in school promptly for the beginning of classes.
- Keep the school informed about the reasons for your child's absence by telephoning the school / class teacher within a three day period of the commencement of the absence.
- Provide the class teacher with a written explanation for your child's absence from school on the first day of their return to school- Please use the proforma provided – see overleaf.
- Contact the class teacher/ Principal promptly to resolve any issue that may be preventing your child coming to school.
- Be aware of the legal requirements on parents to ensure that their children attend school regularly.
- Note that attendance figures falling **below 85% / 90%** will normally require interventions by the school including the issuing of concern letters/ meeting with parents/ referral to Educational Welfare Officer etc.