

# Naíscoil agus Bunscoil Bheanna Boirche



## Attendance Policy

### 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.

Naíscoil agus Bunscoil Bheanna Boirche will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

### Aims of this Policy

1. To improve/maintain the overall attendance and punctuality of pupils at our 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 and pupils alike.
4. To promote good relationships with Education Welfare Service.

## **Role of the School**

The Principal at Naíscoil agus Bunscoil Bheanna Boirche has overall responsibility for school attendance, all class teachers and the school secretary 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 correct codes are inputted into the class register.

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 2021/16

<https://www.education-ni.gov.uk/publications/circular-202116-attendance-guidance-and-absence-recording-by-schools>

Naíscoil agus Bunscoil Bheanna Boirche 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)**

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 absence 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.

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Pupils are expected to be in school by 9.00 am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Daily registration closes at 9.20 am, and children will be marked in as late if they arrive after registration finishes, but before 9.30am. Thereafter, children will be marked in on the register as an unauthorised absence, unless they have a prearranged appointment and have notified the class teacher. Children who regularly arrive late to school, will invariably miss the introduction and beginning of lessons taught. Also, research has shown that children who arrive late often feel embarrassed and are more likely to under perform as a result. Lateness is recorded at registration and reported on your child's attendance record and will be reported in children's End of Year report.

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 at Naíscoil agus Bunscoil Bheanna Boirche must 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 to school.

### **Absence Procedures**

If a child is going to be absent from school, parents are asked to communicate that children will be absent from school on that day, or a period of days, the school secretary will in turn inform the class teacher.

All parents/carers are required to complete the attached absence notification form which provides a clear reason for any absence.

### **Family holidays during Term Time**

We discourage 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. In instances where children are on an Educational visit /trip, they can be marked in as V-for Educational visit, and this will be at the principal's discretion.

### **Procedures for Managing Non-attendance**

The school secretary will record all absences onto the C2k system; all children's absences will be monitored and regularly checked by the principal. If any child's absence falls below 85%, we have a legal duty as a school to contact the Education Welfare Officer, and reasons for the absence(s) as provided by parents/guardians will be given to the EWO.

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### **Education Welfare Service**

The Education Authority through the Education Welfare Service (EWS) have a legal duty 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.

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