

Balnamore Primary School

Attendance Policy

*Date Ratified by the Board of Governors: Sep. 2022*

*Date to be reviewed: Sep. 2024*

*Date uploaded onto School website: Sep. 2022*

Balnamore Primary School Attendance Policy 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. Balnamore Primary School will promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure. Mission Statement At Balnamore Primary School, we provide high quality inclusive education which enriches our pupils through learning and develops their individual talents. We teach children about the UNCRC and ensure that pupils access their inherent rights so that they are empowered to lead full, decent and dignified lives. The best interests of our pupils are a primary consideration in our entire decision making. We strive to develop the autonomy of individual pupils and to enable pupils to have a voice in all decisions that affect them. We protect pupils from all forms of discrimination. We promote pupils’ self-respect and respect for others so that they can exercise their freedom within the local and global community.

The Balnamore Primary School Attendance Policy Aims:

1.To improve/maintain the overall attendance of pupils at Balnamore.

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.

4. To promote good relationships with the Education Welfare Service.

Role of the School the Principal at Balnamore has overall responsibility for school attendance; the Designated Teacher for Child Protection will bring any concerns regarding school attendance to her attention. The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting. Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions. To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2018/12, which can be found at the following link: www.education-ni.gov.uk/publications/circular-2018/12-atendance-guidance-andabsence-recording Balnamore is committed to working with parents to encourage regular and punctual attendance.

Role of Parent/Guardian Parents have a legal duty to ensure their child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise. 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’s responsibility to inform the school of the reason for a pupil’s absence on the first day of absence. Please telephone 028 27664564 and leave a message with the office staff 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 9.00 a.m. for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child’s attendance record. 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 Balnamore 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. Absence Procedures DENI leaflet entailed ‘School Attendance Matters: A Parent’s Guide’ can be accessed on www.education-ni.gov.uk/publications/school-attendance-matters-parents-guide All Parents/Guardians are required to complete the attached absence notification form which provides a clear reason for any absence.

Family holidays during Term Time Balnamore 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. Only in exceptional circumstances will a holiday be authorised.

Procedures for Managing Non-attendance:

• The Safeguarding Team will review pupil attendance on a monthly basis

• Parents/carers will receive a note of concern from the School if a pupil’s attendance rates begin to fall

• School will work with families and offer any support possible

• If attendance continues to be an issue a referral to EWS will be made

• EWO will review pupil attendance once per term 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. 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. Monitoring, Evaluation and Review.

The Attendance policy will require the appropriate measures to be implemented within the school environment and review at intervals of no more than four years. This policy will be presented to Governors, staff, parents and pupils.

Chair Board of Governors Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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