

# **Loughries Integrated Primary School**

## **Attendance Policy**

**Reviewed: 2/11/20**

**Ratified by the Governors: November 2020**

**Next review date: November 2024**

# **Loughries Integrated Primary School**

## **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.

*Loughries Integrated Primary School* will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

## **Our Motto**

Learn, Integrate, Participate, Succeed.

## **Mission Statement**

Loughries Integrated Primary School fosters a nurturing environment which encourages, supports, develops and challenges each child to reach their full potential. We endeavour to equip our pupils with the skills and qualities needed to work together for a shared future.

## **Aims**

1. To improve/maintain the overall attendance of pupils at Loughries.
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 has overall responsibility for school attendance; class teachers should 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 the day.

To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2017/15, which can be found at the following link:

[www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-andabsence-recording-by-schools](http://www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-andabsence-recording-by-schools)

Loughries Integrated Primary School is committed to working with parents/guardians to encourage regular and punctual attendance.

### **Role of Parent/Guardian**

Parents/guardians have a legal duty<sup>1</sup> 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/guardian has a legal duty to ensure that they regularly attend that school.

It is a parent's/guardian's responsibility to inform the school of the reason for a pupil's absence by completing one of the school's absence slips on the child's return 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 Loughries Integrated Primary School for registration and the beginning of classes. It is the responsibility of parents/guardians to ensure that their child is punctual. Lateness is recorded at registration and on their 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 Loughries Integrated Primary School must attend school punctually and regularly. If you are going to be absent from school, then a written email from a parent/guardian must be provided to the school info account on the first day.

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<sup>1</sup> Article 45(1) of The Education and Libraries (NI) Order 1986

### **Absence Procedures**

All parents/carers are required to email the school with the child's name and the reason for the absence.

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

Loughries Integrated Primary School 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**

After three days that a child is absent from school the class teacher will contact the parent/guardian asking them to explain why their child is absent.

After ten days the Parent/Guardian will be sent a letter to invite them into school to talk to the Principal.

Where a child's attendance does not improve, then the school will make a referral to the EWO.

Due to the Covid 19 Pandemic it is vital that Parents/Carers communicate with the school, if their child is not attending due to symptoms or if they are isolating and inform the school of their test results.

### **Education Welfare Service**

The Education Authority through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, 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.

#### **Signature – Principal**

J Thompson

#### **Signature – Chair, Board of Governors**

R Lyttle

Date: November 2020