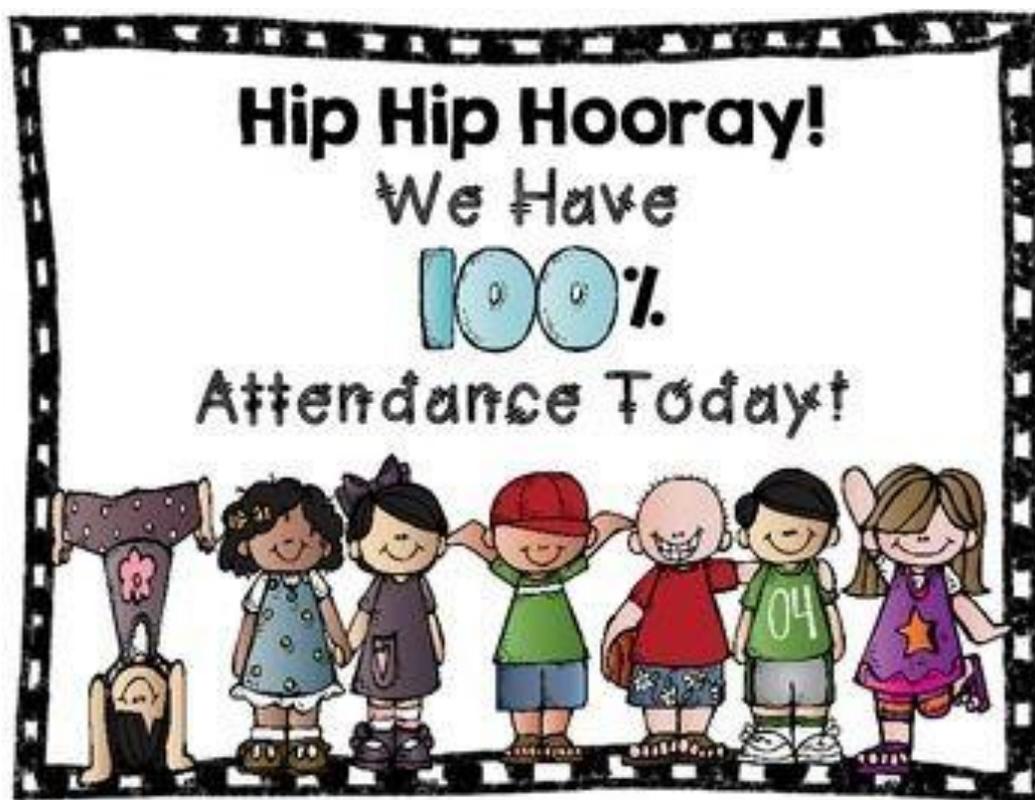


# BALLYTOBER PRIMARY SCHOOL



## ATTENDANCE POLICY

Ratified: 28<sup>th</sup> June 2022

Signed : \_\_\_\_\_ Chairperson, BoG

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

## **AIMS**

- \* To improve and maintain the overall attendance of pupils at Ballytober Primary School.**
- \* To develop a framework that defines roles and responsibilities in relation to attendance.**
- \* To provide advice, support and guidance to parents/guardians and pupils.**
- \* To promote good relationships with the Education Welfare Service.**

## **ROLE OF THE SCHOOL**

### **Principal....**

**The Principal has overall responsibility for school attendance. The teaching and non-teaching staff will bring any concerns regarding school attendance to her attention.**

### **Board of Governors....**

**The Board of Governors will provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.**

### **Teaching staff....**

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

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

## **ROLE OF THE PARENT/GUARDIAN**

**"Parents and guardians have a legal duty to ensure their child of compulsory school age shall receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise."**

**Article 45(1) of The Education and Libraries (NI) Order 1986**

**If a child is registered in school, their parent or guardian has a legal duty to ensure that they regularly attend that school.**

**It is a parent's and guardian's responsibility to inform the school by phone call of the reason for a pupil's absence on the first day of absence. 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 9.00am for registration and the beginning of classes. It is the responsibility of parents/guardians 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.**

**The staff at Ballytober Primary School are committed to working with parents/guardians to encourage regular and punctual attendance.**

## **ROLE OF PUPILS**

**Each pupil at Ballytober Primary School must attend school punctually and regularly. If you have been absent from school, a written note from your parent or guardian must be provided to your teacher when you return.**

## **ABSENCE PROCEDURES**

**All parents and guardians are required to complete the attached absence notification form which provides a clear reason for any absence.**

**In the event of a medical appointment during school hours, parents and guardians must inform the school in writing of the appropriate details on or before the day of the appointment.**

## **FAMILY HOLIDAYS DURING TERM TIME**

**Ballytober 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.**

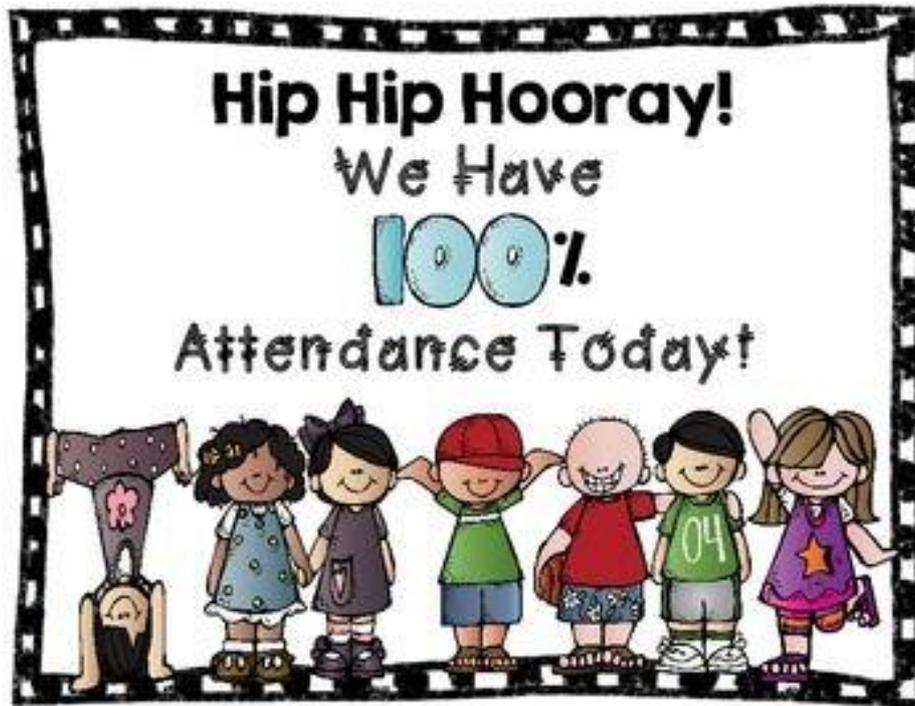
## **PROCEDURES FOR MANAGING NON-ATTENDANCE**

- 1. Phone call to parents/guardians from the class teacher.**
- 2. Formal meeting with parents/carers in school with the principal and class teacher. Board of Governors' notified of this.**
- 3. Involvement from the Education Authority Attendance Officer.**
- 4. Involvement of Social Services.**

## **EDUCATION WELFARE SERVICE**

**The Education Authority through the Education Welfare Service, EWS, have a legal duty to make sure that parents and 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.**



Please read our Attendance Policy carefully and sign and date below to confirm you have done so.

Please return this form to school by Monday 4<sup>th</sup> December 2017

Name ( in capital letters ) : \_\_\_\_\_

I confirm that I have read the Attendance Policy for Ballytober Primary School and will adhere to it.

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

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

**ATTEND TODAY.....ACHIEVE TOMORROW.....ATTENDANCE WORKS!**

