

CASTLEROE PRIMARY SCHOOL

Attendance Policy



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.

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

School Vision

Our vision is to provide a warm, welcoming, secure environment where all children will recognise and achieve their full potential. We will prepare children to meet the challenge of a changing world and make a positive contribution to society.

School Ethos

Climate of the School

Castleroe Primary School provides a warm, welcoming, secure environment for both its pupils and staff. There is a caring atmosphere with good relationships between staff, pupils and parents. Smaller classes enable staff to build up strong relationships with their pupils and staff morale is high.

School Aims

- We aim to develop a genuine love of learning in order to enable our pupils to become independent in their thinking and learning.
- We will provide a broad, balanced curriculum, which will develop the skills, attitudes, experiences, and capabilities of the revised curriculum as appropriate to each pupil's level of development.
- We will seek to provide a stimulating learning environment by using our modern school building and its grounds to their full potential.
- We will use a variety of teaching strategies in order to enhance individual pupils' learning and to make learning fun.
- We recognise that parents have a central role in the development of their child and will work with them in close partnership.
- We will endeavour to foster a sense of independence alongside encouraging our pupils to work together collaboratively.
- We will provide a wide range of curricular and extra-curricular activities in order to allow each pupil the opportunity to find and develop his/her own strengths and potential therefore encouraging growth of confidence and self-esteem eg. school trips, music club, school choir, sporting activities, environmental projects, scripture union.
- We will have realistically high expectations of all pupils which are clearly communicated enabling each child to set individual goals to reach his/her potential.

- We expect each child to be well-behaved and to strive to become responsible, respectful, self-disciplined members of our community.
- We seek to develop sound moral attitudes in our pupils and, by our own example, encourage a caring atmosphere throughout the school.
- We encourage pupils to take a pride in themselves, the school and its environment eg pupils are given ownership of their school by being involved in and caring for many different aspects of school life eg. school grounds (litter collection, maintenance and development of science garden), communal areas (libraries, resource area, sports equipment), classrooms.
- We will endeavour to continually improve all areas of school life.

Our Values

Kindness	Good Manners	Honesty	Respect for Self, Others and Property
Tolerance	Co-operation	Hard Work	Caring for Others

Aims of our Attendance Policy

1. To improve/maintain the overall attendance of pupils at Castleroe Primary 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.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Principal at Castleroe Primary School has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his/her attention. The secretary calculates and records attendance for individual pupils at the end of each month thus providing information for the Principal.

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 2015/02, which can be found at the following link:

www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm

Castleroe Primary School is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

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.

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

It is a parent'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 an email to the school office 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. Please contact sverner161@c2kni.net

Pupils are expected to be in school at Castleroe Primary School 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 Castleroe Primary School 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. (Please see Appendix A)

Absence Procedures

All Parents/Guardians are required to complete the attached absence notification form which provides a clear reason for any absence. This is then transferred to your child's attendance record so that an accurate attendance record is maintained for your child. At the end of the school year percentage attendance is calculated for each pupil and recorded on his/her school report.

Release of Pupils at the end of the School Day

If you require your child to leave school before the end of the school day e.g. for an appointment, we ask that you send a written note to the Principal and personally collect your child from school. If someone else is to collect your child please state this in the note and ensure you sign the note.

Family holidays during Term Time

Castleroe primary School strongly 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. Parents should note that school work will not be provided for pupils going on holidays during term time as pupils should be in school. **Only in very exceptional circumstances will a holiday be authorised by the principal during term time.**

Procedures for Managing Non-attendance

If a child has been absent from school for a few days without explanation his/her parents will be contacted to ascertain the reason for the absence. In the case of an unsatisfactory explanation or prolonged absence parents will be invited to a meeting with the principal. Reasons for non-attendance will be discussed and a plan will be devised to help the pupil return to school immediately.

Sporadic non-attendance or a pattern of non-attendance will be also addressed in the above manner eg non-attendance on Mondays or Fridays. Every day in school counts and a lost day is a lost learning opportunity. 90% attendance is only satisfactory and most pupils in Castleroe Primary have 95% or higher attendance. If non-attendance continues the matter will be immediately referred to the Education and Welfare Service.

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 to 85% or below they will be referred to the EWS. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Appendix B

ABSENCE CODES: GUIDANCE FOR SCHOOLS CODE	DESCRIPTION	STATISTICAL MEANING
/\	Present: / = (AM): \ = (PM)	Present
A	Artistic Endeavour	Authorised Absence
B	Bereavement	Authorised Absence
C	Suspended	Authorised Absence
D	No reason provided for absence	Unauthorised Absence
F	Family Holiday (agreed)	Authorised Absence
G	Family Holiday (not agreed)	Unauthorised Absence
H	Other Absence	Unauthorised Absence
I	Illness (not medical or dental appointments)	Authorised Absence
L	Late (before registration closed)	Present
M	Medical/Dental Appointments	Authorised Absence
N	No reason yet provided for absence (temporary code only)	Unauthorised Absence
O	Other Exceptional Circumstances	Authorised Absence
P	Approved Sporting Activity	Approved Educational Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Approved Educational Activity
U	Late (after registration closed)	Unauthorised Absence
V	Educational Visit	Approved Educational Activity
W	Work Experience	Approved Educational Activity
X	Only staff should attend	Attendance not required
Y	Exceptional Closure	Attendance not required
*	Not on roll	Attendance not required
#	Holiday for all	Attendance not required
!	No attendance required	Attendance not required
1	Alternative Education Provision (organised by the ELB)	Approved Educational Activity
2	Home/hospital tuition (organised by the ELB)	Approved Educational Activity
3	Elective Home Education	Attendance not Required
4	Pupil Referral Unit	Approved Educational Activity
5	Another mainstream school (under Entitlement Framework – EF)	Approved Educational Activity
6	Training Organisation (under EF)	Approved Educational Activity
7	FE College (under EF)	Approved Educational Activity
8	Intensive Support Learning Unit	Approved Educational Activity
9	CAMHS	Approved Educational Activity