



# **PUPIL ATTENDANCE POLICY**

January 2025

## **Pupil Attendance Policy**

### **1. Introduction**

This Attendance Policy has been developed to outline the expectations and procedures regarding pupil attendance at Leaney Primary. Recognizing the importance of regular attendance for academic success and overall well-being, this policy aims to ensure a supportive environment that encourages punctuality and consistent attendance among our pupils.

### **2. Legal Framework**

Our Attendance Policy adheres to the legal framework set forth by the Education (Northern Ireland) Order 2006 and the Education Welfare Service (NI) (EWS) Attendance Guidance issued by the Department of Education (2015/02).

### **3. Objectives**

- To promote regular attendance and punctuality among pupils.
- To support pupils in achieving their full academic potential by minimizing absence/lateness from school.
- To comply with statutory regulations regarding pupil attendance.
- To identify and address barriers to attendance promptly.
- To foster a positive school culture where attendance is valued and celebrated.

### **4. Responsibilities**

#### **4.1. School**

- The school teaching staff are responsible for maintaining accurate attendance records and following up unexplained absences if not notified by 9.30 am on first day of absence.
- The principal has overall responsibility and will communicate regularly with parents/guardians regarding attendance matters.
- The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item regularly.
- The school will provide a welcoming and supportive environment conducive to learning.

#### **4.2. Parents/Guardians**

- Parents/guardians are responsible for ensuring their child's regular attendance and punctuality.

- Parents/guardians must inform the school on the first day before 9.30 am of any reasons for absence. If this is by phone call, a confirmation written communication should be supplied once the child returns to school.
- Pupils are expected to be in school at 9 am. Lateness (pupil deemed late if entering the school on or after 9.05 am) is recorded at registration and on the child's attendance record. Persistent lateness will be treated as persistent absence and may require a referral to the EWS
- Where no reason for absence has been provided, the school will make reasonable efforts to contact parents/guardians to ascertain the reason.
- Parents/guardians should work collaboratively with the school to address any barriers to attendance.

#### **4.3. Pupils**

- Pupils are expected to attend school regularly and punctually.
- Ensure the class teacher is informed of reasons for absence.

### **5. Procedures**

#### **5.1. Attendance Recording**

- Attendance will be recorded electronically using the school's management system.
- Registers will be taken promptly at the beginning of each school day.
- Absences/lateness will be classified as authorized or unauthorized as per the EWS guidelines.

#### **5.3. Monitoring and Intervention**

- The school will monitor pupil attendance regularly.
- Where attendance concerns arise, the school will initiate early intervention measures in collaboration with parents/guardians.
- The school reserves the right to refer cases of persistent absence to the Education Welfare Service for further intervention.
- Guidance from the Department of Education states that once attendance levels drop below 85%, a referral to the Education Welfare Service should be considered by the school. Further guidance can be found in "School Attendance Matters: A Parents' Guide".
- Support will be provided to address any underlying issues impacting attendance, including referrals to appropriate agencies where necessary.

### **7. Homework**

- If a child is too ill to attend school, they are also too ill to undertake any work at home. Only in very exceptional cases where a child may have a physical injury, that due to risk assessment requires they stay away from school, will

work be sent home. This will be judged case by case and may require a doctor's note. The final decision rests solely with the school.

## **8. Term Time Holidays**

- The school discourages holidays during term time due to the impact on pupil's learning.
- Holidays taken during term time will be categorised as unauthorised absence. Only in very exceptional circumstances will a holiday be authorised. The final decision rests solely with the school.
- Homework is never supplied for children absent due to an unauthorised holiday.

## **7. Review**

This Attendance Policy will be reviewed every 4 years by the school's governing body in consultation with relevant stakeholders to ensure its effectiveness and compliance with legal requirements.