

MILLBURN PRIMARY SCHOOL

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.

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

**MILLBURN
EQUALS
SUCCESS**

**WE WILL PROVIDE FOR THE NEEDS OF ALL OF OUR CHILDREN
TO ENSURE THAT THEY SUCCEED**

**WE ARE ALL UNIQUE, PUPILS AND TEACHERS ALIKE AND WE
DO NOT TOLERATE DISRESPECT.**

Aims

1. To improve/maintain the overall attendance of pupils at Millburn 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 has overall responsibility for school attendance; class teachers should bring any concerns regarding school attendance to Mrs Lamont's attention, through Mrs Kirsty Forrest, the designated Child Protection Officer.

The Board of Governors provides 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 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

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

Role of Parent/Guardian

Parents/guardians have a legal duty¹ 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 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.

We will accept emails to the school's info account (info@millburnps.coleraine.ni.sch.uk) or telephone calls to certify that your child is unwell and will not be in school, on the first morning of their absence.

Pupils are expected to be in school at 08-45 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.

Role of Pupils

Each pupil at Millburn Primary will be encouraged to attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian should be provided to your teacher when you return.

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Absence Procedures

All medical appointments should be made outside of school hours; however, we understand that this is not always possible. If your child is required to leave school to attend a medical or any other kind of appointment the school should be notified, by telephone by the parent/legal guardian prior to the appointment time.

It may be necessary for parents/carers are required to complete an absence notification form which provides a clear reason for any absence should a pattern of absence be established.

Family holidays during Term Time

Millburn 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

Please note that all attendance is electronically recorded on a central data base. If your child absence falls below 85% it may be necessary to make a referral to the school's designated Educational Welfare Officer, Mrs Christine Niblock. As a school which prides itself on an exceptional attendance record of 98.7% we respect the strong partnerships we have with our families. We therefore ask that you respect any pastoral calls which we will routinely make should we not have been notified of your child's absence from school.

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 of Principal: _____

Signature of Chair, Board of Governors: _____

Date: _____

Last reviewed February 2018

Next review February 2020