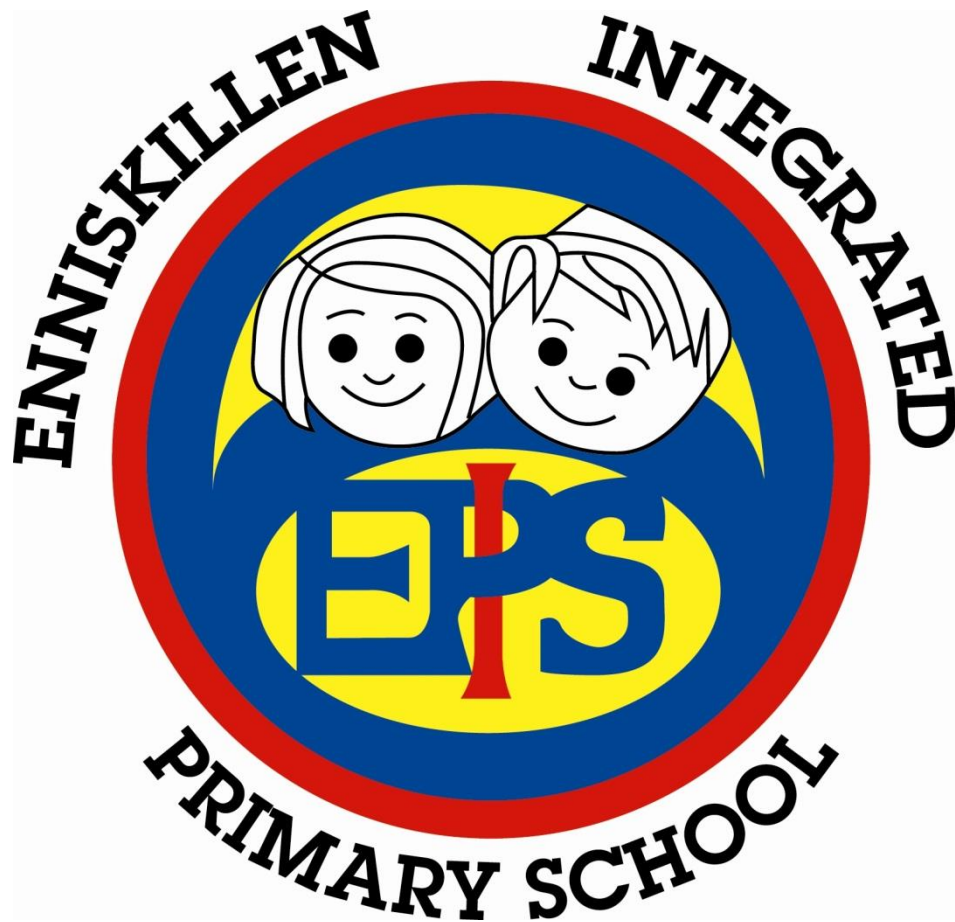


ENNISKILLEN INTEGRATED PRIMARY SCHOOL
& NURSERY UNIT



PUPIL ATTENDANCE POLICY

Ratified by Board of Governors:

As per statement on Website

Rationale

The Board of Governors have adopted the following policy to maintain the current high % pupil attendance at our school.

EIPS believes regular attendance at school is important to allow every child to fulfil their potential.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

Key Reasons for children to attend school:

- To learn
- To have fun
- To make new friends
- To experience new things in life
- To achieve
- To develop new skills
- To build confidence and self-esteem
- To have the best possible start in life

Aims

1. To create a culture in which good attendance is accepted as the norm
2. To demonstrate that good attendance and punctuality is valued by the school
3. To maintain and develop effective communication between home and school

Role of Governors

To review this policy on an annual basis and place attendance on governor agenda meetings as a regular item.

To approve School Holiday s/Closures as early as possible and publish on school website to give parents the opportunity to plan for the following year.

Role of Principal

1. To ensure all school personnel, pupils and parents are aware of and comply with this policy
2. Issue to all families, DE School Attendance Matters – A Parent’s Guide (Appendix 1)
3. To monitor school attendance on a monthly basis
4. Record all pupils below 90% attendance
5. Contact parents/guardians of these pupils via telephone to discuss this attendance if the absence is other than explained by illness
6. Send a letter to parents/guardians (Appendix 2) if attendance has not improved the following month
7. Refer pupil to EWO if pattern of attendance does not continue to improve (Appendix 3)
8. Monitor daily pupil register for attendance marks showing late marks (Register after 9.00am)
9. Contact parents to discuss Late marks
10. Refer pupil to EWO if late pattern continues.
11. The Principal in their role as ‘Loco Parentis’ has the right to contact a parent/guardian if a child is absent from school.

Role of Teachers

To mark class register daily at 9.00am and straight after lunch, using the Attendance Package in Sims.Net.

Role of Office Administrators

1. Ensuring pupil attendance is up date on SIMS.Net by recording daily **LATES** and **ILLNESS** (ICT attendance package)
2. Monitor individual and class attendance on a daily/weekly basis
3. Keep the Principal informed of attendance figures, trends and reports
4. Compile attendance data for EWO in partnership with the Principal when required
5. Prepare annual % attendance figure
6. Prepare and be responsible for a daily class attendance report for use during an evacuation e.g. Fire Alarm.

Role of Parents/Guardians

- To ensure their child goes to school regularly
- Ensures their child arrives at school on time
- If possible arrange medical/dental appointments outside of school hours when possible
- Always inform school if their child is absent from school
- Take family holidays outside term time
- Attend parent evenings and school events
- Discuss any problems or difficulties with school – staff want to help and support

Role of Education Welfare Service (EWS)

Education and Library Boards through the Education Welfare Service have a legal responsibility to make sure that parents meet their responsibility towards their children's education.

Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service (EWS) will support staff and parents in developing and implementing strategies to address or improve school attendance.

- Appendix 1** - DE School Attendance Matters
- Appendix 2** - Copy of EIPS letter
- Appendix 3** - EWO Attendance Referral



Department of
Education

www.deni.gov.uk

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SCHOOL ATTENDANCE MATTERS **A Parent's Guide**





WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT –

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career.

Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Below are just some of the key reasons why it is so important children attend school:

- To learn.
- To have fun.
- To make new friends.
- To experience new things in life.
- To develop awareness of other cultures, religion, ethnicity and gender differences.
- To achieve.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.



Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.



WHAT THE LAW SAYS –

Under Article 45 of the Education and Libraries (Northern Ireland) Order 1986 (“the 1986 Order”), it is the duty of parents who have a child of compulsory school age¹ to ensure their child receives efficient, full time education suitable to their age, aptitude, ability and to any special educational needs they may have. Such education may be provided by regular attendance at school or otherwise, for example home education.

Paragraph 3 (1) of Schedule 13 to the 1986 Order states that it is the duty of a parent of a registered pupil of a school to secure their regular attendance at school. This applies to all children of compulsory school age who are on the roll of a school. As a parent you are legally responsible for making this happen.

Under Part III of Schedule 13 to the 1986 Order, if a child or young person who is registered at a school does not attend regularly, a parent can receive a fine not exceeding £1,000 in court (for each child). An Education Supervision Order (ESO) could also be made by a court under Article 55 of the Children (NI) Order 1995.

Key Point

Education is not an option – it’s compulsory.

FAMILY HOLIDAYS –



You can demonstrate your commitment to your child’s education by not taking holidays during term time. Any child or young person who is absent from school due to a holiday will miss out on important learning and will fall behind with their school work.

In each Academic Year there are only a maximum of 190 statutory school days – this allows plenty of time for holidays to be arranged outside term time.

Holidays taken during term time will be categorised as an unauthorised absence.

Key Point

Avoid taking family holidays during the school term.

¹ www.deni.gov.uk/index/schools-and-infrastructure-2/admission-and-transport/pupils-and-classes/compulsory-school-age.htm



EVERY SCHOOL DAY COUNTS –

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that’s nearly 4 school weeks.



Give your child the best start in life – every school day counts.

Appendix 2



Enniskillen Integrated Primary School

Drumcoo
Enniskillen
BT74 4FW

Tel & Fax: 028 6632 6799

Web Site Address: <http://www.school-sites.org>

Principal: Mrs Adele Kerr

Dear,

Pupil Ref:

As Term ____ draws to a close I have been looking at pupil attendance.

As of today your child's attendance is ____%. I am reminding you 85% is the agreed referral to our named Education Welfare Officer.

Please do not hesitate to contact me if you wish to discuss this further.

I look forward to seeing an improvement in your child's school attendance or I will refer at the end of Term ____.

Yours sincerely

Adele Kerr (Mrs)
PRINCIPAL

Appendix 3

EDUCATION & LIBRARY BOARDS EDUCATION WELFARE SERVICE – REFERRAL FORM

School Name: _____

Alternative Education Provider: _____

Student Name: _____ DOB: _____ Year Group: _____

Address: _____ Postcode: _____

Telephone Number: _____

Full name of those with parental responsibility: _____

Relationship to pupil: _____

Gender: Male Female Referred by: School Parent/Carer Student Other agency (please specify) _____

Looked After Child: Yes/No (delete as applicable)

Ethnicity:* _____ Nationality/Language: _____

Is a translator required? Yes/No (Delete as appropriate)

**One of the following categories should be used:*

Black – African, Black – Caribbean, Bangladeshi, Black – Other, Chinese/Hong Kong, Indian/Sri Lankan, Korean, Mixed Ethnic Group, Malaysian, Other Non White, Pakistani, Irish Traveller, Vietnamese or White.

Is this a re-referral? Yes No

Reason(s) for referral, please tick box/es as appropriate

Attendance

Behaviour
(where it is impacting on attendance including concerns regarding suspension/s)

Medical

Welfare Concerns

School Age Mother

School Placement

Social & Emotional
(e.g. bullying, transition)

Other

If other (please specify) _____

Action taken by school pre-referral

Letters sent to home

Parent(s)/carer(s) contacted by phone

Parent(s)/carer(s) interviewed at school

Individual work with student

Contact with other agencies, please specify

Date of Contact

Please give more information overleaf

When and how was parent contacted about this referral?

Please note that referrals will not be accepted without the family having been informed unless in exceptional circumstances.

Date: _____ Letter Phone call Other Please specify: _____

Special Educational Needs

Does the SENCo know the student? Yes No

At what stage on the code of practice is this student (1-5)?

To ensure effective EWS assessment the section below must be completed

<p>Please detail the following:</p> <p><i>Reasons for absence</i></p> <p><i>School interventions to address pupil's absence</i></p>

Please attach a copy of attendance printout with this referral.

Signature: _____ (Mr/Mrs/Ms) Designation: _____

Print Name: _____

Please Print Name & Designation of person who should be contacted *(if different from above)*:

Date of referral: _____

Please note – the contents of this form may be shared with the student and parent(s)/carer(s).

Thank you for taking the time to complete this form.

<i>For Office Use Only</i>	
Date Received	