

Carrick Primary School



Pupils' Attendance Policy

February 2016

VISION STATEMENT, MISSION STATEMENT AND SCHOOL AIMS

Vision Statement

Forward Together: “Ar Agháidh le Chéile”.

Mission Statement

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in which to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and for parents to assist us in laying the important foundations for future learning.

School Aims

In our school we aim to:

- Create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
- Implement all aspects of the Northern Ireland Curriculum;
- Help our pupils to develop a positive attitude towards life and a love of learning;
- Value, respect and nurture every child in our care;
- Encourage pupils to respect themselves and others, and to support and care for one another;
- Equip our children with the necessary life skills, to enable them to participate in a fast changing society;
- Develop and strengthen each pupil’s understanding and love of Catholic values, by promoting the Catholic ethos throughout the school;
- Endorse the United Nations’ Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention; and
- Involve the parents, Board of Governors and wider community in the life of the school, and in the holistic development of the children in our care.

PUPIL 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 can reach their potential.

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

Aims

1. To improve the overall attendance of pupils at Carrick 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 Carrick Primary School has overall responsibility for school attendance.

Staff members should bring any concerns regarding school attendance to his/her attention.

The Board of Governors provides support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item each term.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is accurately recorded each morning.

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

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

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

Role of Parents and Guardians

Parents and guardians 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, the 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. If the absence is likely to be prolonged, parents/guardians are encouraged to contact the school in relation to homework or any other necessary arrangements which may be required.

Pupils are expected to be in school by 9.00am for registration and the beginning of class. It is the responsibility of parents/guardians to ensure that their child is punctual. Lateness is recorded at registration and on the child's attendance record.

If a child appears reluctant to attend school the parents/guardians are asked to discuss the matter promptly with the class teacher or Principal to ensure that both the parents/guardians and the child receive maximum support.

Role of Pupils

All pupils at Carrick Primary School must attend school punctually and regularly. If a child is absent from school, the parents/guardians are asked to provide information to the school to explain the absence.

Absence Procedures

All parents/guardians are required to inform the school staff about reasons for absence, including short term absences.

Family holidays during Term Time

Carrick Primary School discourages holidays during term time due to the detrimental 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.

Education Welfare Service

The Education Authority (EA) through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.

Procedures for Managing Non-attendance

Carrick Primary School is committed to the promotion of an ethos and culture which encourage good attendance and where each pupil will feel valued and secure. The staff members are also committed to managing any non-attendance. If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate and the Principal will contact the parents/guardians. EWS will support staff and parents/guardians in developing and implementing strategies to address or improve school attendance.

Signed: Mrs Anne Cassidy (Principal)

Signed: Mr Michael Keenan (Chairperson of Board of Governors)

(Date): 7th March 2016