



**Pastoral Care at
Lisnasharragh Primary School**

**Children's
Attendance and
Punctuality
Policy**

Last updated - March 2019

To be reviewed - October 2019

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

Aims

- to improve/maintain the overall attendance of the children
- to develop a framework that defines roles and responsibilities in relation to attendance
- to provide advice, support and guidance to parents/guardians and pupils
- to promote good relationships with the Education Welfare Service

Role of the School

- teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded accurately
- staff should bring any concerns regarding school attendance to his/her attention
- the Principal has overall responsibility for school attendance
- the Board of Governors provide support by reviewing school attendance
- 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

www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-andabsence-recording-by-schools

Role of Parent/Guardian - Attendance

- 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.
- absence 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

Role of Parent/Guardian - Punctuality

- pupils are expected to be in school at 8.55am 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

The children will be reminded of the importance of regular attendance.

"We all must attend school and we must all be on time. If I am absent from school, a written note must be given to my teacher."

Absence Procedures

All parents/carers are required to complete the attached absence notification form which provides a clear reason for any absence.

Family holidays during Term Time

All schools discourage 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.

Procedure for Managing Non-attendance (involving the 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, and/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.