

Carnalridge Primary School



Pupil Attendance Policy

NAME:	ROLE:
Jade Thorne	Principal
Andrew Bingham	Chair of Board of Governors

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Date of Review:	June 2027

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.

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

As a caring, friendly school Carnalridge develops the individual so that everyone can achieve their potential whilst understanding the need to develop skills for our changing world.

Aims

1. To improve/maintain the overall attendance of pupils at Carnalridge 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 Board of Governors and Principal at Carnalridge Primary School have overall responsibility for school attendance; Teachers and clerical staff should bring any concerns regarding school attendance to the attention of the Principal.

The Board of Governors provide support by reviewing school attendance figures and targets, ensuring it is in the school development plan and placed as an agenda item at each meeting.

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

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 Circular 2023/11, which can be found at the following link:

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Circular%202023%2011%20for%202023%2024%20Academic%20Year%20-%20Attendance%20Guidance%20and%20Absence%20Recording%20By%20Schools.pdf>

Carnalridge Primary School is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents 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, their parent has a legal duty to ensure that they regularly attend that school.

It is a parent'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.

Pupils are expected to be in school at 8.55 for registration and the beginning of classes. It is the responsibility of parents 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 Carnalridge Primary School must attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian must be provided to your teacher when you return.

Absence Procedures

All Parents/Guardians are required to complete an absence notification form which provides a clear reason for any absence.

Family holidays during Term Time

Carnalridge 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

In Carnalridge Primary School the strategies used for promoting pupil attendance are:

- Class teachers follow up pupil absenteeism with a call home
- Absence Notes
- Immediate school-home communication where issues arise e.g. initially by the class teacher either by personally speaking to the parent, phone call, parent teacher interview, letter and then by the Principal
- Letter issued by school regarding attendance once it falls below 85% to support improvement

- Continued awareness raising re the importance of good attendance e.g. using news sheet, website
- Individual attendance is recorded on pupil annual reports.
- EWO informed when attendance remains below 85% following letter from Principal
- Advice from other agencies, e.g. SS, EWO, SMO, PSNI
- Percentage figure for the annual attendance is recorded in the BoG Annual Report.

Education Welfare Service

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

If a pupil's absence causes concern, or if their attendance falls below 85%, 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.