

**St. Michael’s P.S**

**Killean**

**Policy for Pupil Attendance/ Punctuality**

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| Date ratified by the Board of Governors: |  |
| Date of Review: |  |
| Signed: (Chair of Governing Body) |  |

**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.

St. Michael’s Primary School Killeanwill strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Our goal is to develop independent, motivated and lifelong learners so we seek high standards of achievement, behaviour and attendance and to inspire every member of the school community ‘to be the best they can be.’

This policy has been revised in accordance with ***DE circular 2017/ 15*** and taking into account the ***DE Improving Pupil Attendance Strategy: Miss School = Miss Out.***

**Aims**

1. To improve/maintain the overall attendance and punctuality of pupils at St. Michael’s 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 St.Michael’s Primary Schoolhas overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his attention and inform the Designated Teacher for Child Protection as well.

The Board of Governors provide 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 each day.

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 2017/15.

Teachers will also liaise with parents to provide work for children (at the discretion of the Principal) who are off for a week or longer. St. Michael’s Primary Schoolis committed to working with parents to encourage regular and punctual attendance.

**Role of Parent/ Guardian**

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/ guardian 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.

At St. Michael’s Primary School parents should phone the office to advise of any absence and provide a written note upon the child’s return to school.

Pupils are expected to be in school at 9.00am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness (9.05am) 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 St. Michael’s 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**

In St. Michael’s Primary School parents should notify the school of a child’s absence as soon as possible. If this is a verbal message or phone call this will be passed on to the class teacher. The teacher will mark the attendance register accordingly using attendance codes. A note to confirm the absence should be sought upon the child’s return to school. If no note is provided within 10 days, all Parents/Guardians will be required to complete the attached absence notification form. All absence notes will be attached to the attendance record for each class.

If your child is attending medical appointments, please also provide a written note advising of this.

St. Michael’s Primary School discourages holidays and outings 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 St.Michael’s Primary Schoola ‘Parents Guide to Pupil Attendance’ will be sent home with this policy and it is also available to view on the school website. The attendance of pupils will be monitored by class teachers. When a child’s attendance reaches 90%, the class teacher will make contact to discuss pupil attendance with the parent. If the pupil’s attendance continues to drop, the principal will make a phone call home or write a letter inviting the parents for a meeting to discuss attendance.

The school is committed to supporting families where there are difficulties with absence. The principal, Designated teacher for Child Protection and the class teacher will work together to provide support for a child returning to school after a long absence.

**Punctuality**

It is very important that children arrive at school on time. The school day starts at 9.00am. If for any reason your child is late, please inform the school office.

**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.

St. Michael’s P.S. Killean

Absence Note



**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please excuse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(child’s name)* from school

on the following date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

He/shewas absent from school due to

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Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)