



ST. TERESA'S
PRIMARY SCHOOL

ATTENDANCE POLICY

2015-16

ATTENDANCE POLICY

INTRODUCTION

*Your Child's education is important to us and **MUST** be important to you.*

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum in a warm and safe environment which will enable them to reach their full potential.

St. Teresa's Primary School will strive to promote an ethos and culture, which encourages good attendance and where each pupil will feel, valued and secure.

VISIONARY FRAMEWORK

VISION

St. Teresa's Primary School –

'Deeds Not Words'

Aims

St. Teresa's Primary School promotes high achievement and learning for life by working with children to:

- practise the Catholic faith;
- be tolerant and respectful of themselves, others and the environment;
- acquire knowledge and skills to be their individual best;
- be highly motivated life-long learners;
- be able to work independently and collaboratively;
- gain technological skills to equip them for the 21st century.

Mission

We believe that each child will succeed through experiencing quality in:

- a caring and supportive environment;
- a broad and challenging curriculum;
- stimulating surroundings;
- innovative teaching and an investigative approach to learning;
- a learning partnership between school, home and the wider community.

We demonstrate our commitment to working as a learning school by:

- striving for continuous improvement in all that we do;
- working collaboratively towards common goals;
- investing in people.

ROLE OF THE SCHOOL

The Pupil Attendance Monitor (Mrs Mary Walsh) at St. Teresa's Primary School has overall responsibility for school attendance. All teachers or parents should bring any concerns regarding school attendance to her attention.

The Board of Governors provide support by reviewing school attendance figures and targets while assessing the effectiveness of St. Teresa's Primary School attendance policy 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 class attendance is recorded at the beginning of morning and afternoon registration sessions.

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 2015/02 which can be found at http://www.deni.gov.uk/circular_2015_02.pdf

REWARDS FOR EXCELLENT ATTENDANCE

Children who attain 100% attendance at the end of each term will be awarded a certificate and prize during assembly and at the end of year prize giving ceremony. This achievement should be celebrated by the school community and the children who attain this goal should be recognised for this achievement.

ROLE OF PARENT/ GUARDIAN

Parents/ 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, their Parent/ Guardian has a legal duty to ensure that they regularly attend that school.

Pupils are expected to be in school at St. Teresa's Primary School for registration and the beginning of classes commencing at 9:05am. It is the responsibility of the 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.

St. Teresa's Primary School is committed to working with parents to encourage regular and punctual attendance.

ROLE OF PUPILS

Each pupil at St. Teresa'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. Teresa's Primary School the parent/ guardian must contact the school by phone to inform of the child's absence on the first day of the absence. On the child's return to school a written note must be provided for class teacher to confirm the reason for absence. 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

Parents/ Guardians must for as far as possible ensure that all medical and dental appointments are made outside of school hours. Where unavoidable the letter or appointment card must be produced prior to the appointment.

FAMILY HOLIDAYS DURING TERM TIME

St. Teresa's Primary School discourages holidays during term time due to the detrimental impact they have to a child's education as a result of missing school. 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

- The Pupil Attendance Monitor regularly liaises with teachers about attendance and will address any individual concerns that the teachers may have.
- The Pupil Attendance Monitor meets with the Educational Welfare Officer (E.W.O) every 4-6 weeks to complete an attendance audit throughout the school.
- Following the completion of the attendance audit the Principal reviews the attendance record of all pupils and actions accordingly.

EDUCATION WELFARE SERVICE

Education and Library Boards (ELBs) throughout the Education Welfare Service (EWS) have a legal duty to make sure that parents meet their responsibility towards their children's education.

ATTENDANCE GUIDANCE

The benchmark of the attendance grading is detailed below:

0 Days Missed	Excellent
1 to 2 Days Missed	Very Good
3 to 5 Days Missed	Good
6 to 10 Days Missed	Satisfactory
11 to 15 Days Missed	Poor
16 to 20 Days Missed	Very Poor
Over 21 Days Missed	Unacceptable

If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS. EWS will support staff and parents in developing and implementing strategies to address levels of poor attendance and to improve overall attendance in the school.

A child learns everyday- don't miss it!

Date of policy: September 2015