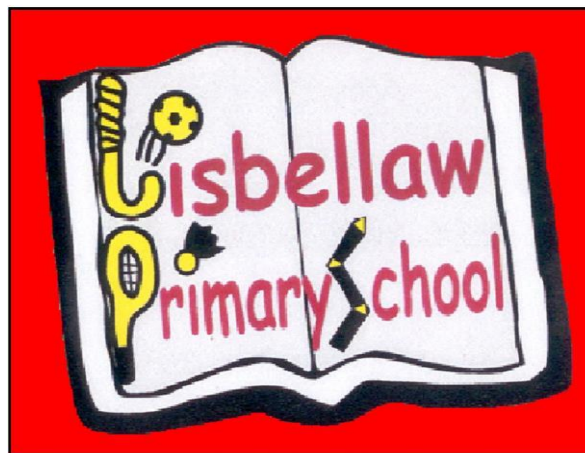


Lisbellaw Primary School



Attendance Policy

Chair of Governors _____

Date _____

Principal _____

Date _____

Review Date Oct 2027

ATTENDANCE POLICY

(DE circular 2010/08 'Guidance on the Enrolment Status of pupils, including those subject to SEN referrals, using Dual Registration)

(DE circular 2017/15 'Attendance Guidance and Absence Recording by Schools')

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.

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

Mission Statement

'Learning for the Future'

Vision

We will all work together in a caring environment where tolerance, respect for others and a readiness to listen are essential. We will value each pupil putting them at the centre of education. We will seek to nurture their academic, creative, emotional, physical and spiritual needs; enriching their lives and preparing them for the future.

Aims

1. To improve/maintain the overall attendance of pupils at Lisbellaw 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 Education Welfare Service.

Role of the School

The Principal at Lisbellaw Primary School has overall responsibility for school attendance; Teachers should bring any concerns regarding school attendance to his attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at meetings on a regular basis.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2024/13.

<https://www.education-ni.gov.uk/publications/circular-202413-attendance-guidance-absence-recording-by-schools>

This Circular reflects some small but important changes to absence codes.

- As in England, Code F – "Family Holiday Agreed" has been removed from use as we do not condone families taking children out of school during term time.
- Covid-19 absence codes have also been removed.

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

Role of Parent/Guardian

Parents have a legal duty to ensure:

Every child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs he may have, either by regular school attendance or otherwise.

(Education and Libraries (Northern Ireland) Order 1986)

It is a parent/guardian'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 9.05 a.m. for registration and the beginning of classes. It is the responsibility of parents/guardians to ensure that their child is punctual. Lateness is recorded at registration and recorded on their child's attendance record. Children also have to sign a 'late register' in the office on arrival to school.

If your child appears reluctant to attend school parents should discuss the matter promptly with the class teacher or Principal to ensure that both parent and child receive maximum support.

Role of Pupils

Each pupil at Lisbellaw Primary School has a duty to ensure that they attend school punctually and regularly. If a pupil has been absent from school a written note from a parent/guardian must be provided to the teacher on return.

Absence Procedures

Notes are required for ALL school absences and should be forwarded to the class teacher. The school roll is taken twice per day and hence missing a number of morning or afternoon sessions will affect attendance rates. If a child is unwell it is best they remain at home. Parents are asked to carefully read the leaflet from the Department of Education "**School Attendance Matters – A Parent's Guide**" under the headings:

- Why attendance at school is so important
- What the law says
- Family holidays
- How parents can help

Family holidays during Term Time

Lisbellaw 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. Teachers do not set formal work for children who miss school due to family holidays taken during term-time.

Procedures for Managing Non-attendance

The Principal / teacher will monitor children's attendance regularly and will contact parents if they feel a child's attendance is a cause for concern.

Education Welfare Service

The Education Authority through the Education Welfare Service (EWS) has a legal duty to make sure that parents/guardians meet their responsibility towards their children's education. Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service will support staff and parents in developing and implementing strategies to address or improve school attendance.

Lisbellaw Attendance figures (%)

09/10	95.4	17/18	96.7
10/11	96.1	18/19	97.2
11/12	96.0	19/20	96.4
12/13	96.6	20/21	97.7
13/14	96.7	21/22	94.1
14/15	96.9	22/23	95.3
15/16	97.1	23/24	95.9
16/17	97.1		

Recording Attendance

Review Date	Changes made	By whom	Date shared with staff
October 2015	Updated attendance figures	Principal	
October 2017	Updated attendance figures Absence Notification Form Introduction	Principal	1.10.17
October 2019	Updated attendance figures	Principal	
October 2020	Updated attendance figures COVID annex added	Principal	November 2020
October 2022	Updated attendance figures	Principal	November 2022
September 2024	Updated attendance figures, updated circular, COVID annex removed	Principal	October 2024