Maghera Primary School



Attendance Policy

January 2021

**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.

Maghera 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**

**As a caring, friendly, community school, Maghera Primary School will educate and develop each child to their full potential, in order to meet the challenges of life.**

**Aims**

1. To improve/maintain the overall attendance of pupils at Maghera 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.

**Roles**

Principal and Deputy Designated teacher for Child Protection: Mrs L Mawhinney

Designated Teacher for Child Protection: Mrs L Brown

Educational Welfare Officer: Mrs L Dinsmore

**Role of the School**

The Principal has overall responsibility for school attendance; (*teachers/designated staff*) should bring any concerns regarding school attendance to her attention.

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 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 2020/08, which can be found at the following link:

[**https://www.education-ni.gov.uk/sites/default/files/publications/education/Updated%20Circular%20-%20Attendance%20Guidance%20and%20absence%20recording%202020-2021.pdf**](https://www.education-ni.gov.uk/sites/default/files/publications/education/Updated%20Circular%20-%20Attendance%20Guidance%20and%20absence%20recording%202020-2021.pdf)

Maghera Primary Schoolis committed to working with parents/guardians to encourage regular and punctual attendance.

**Role of Parent/Guardian**

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.

**1 Article 45(1) of The Education and Libraries (NI) Order 1986**

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 by ringing the school office, 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 9:00am 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**

Each pupil at Maghera 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. The preferred Absence Explanation Note is available on the school website in the Parents section at [www.magheraprimaryschool.com](http://www.magheraprimaryschool.com)

**Absence Procedures**

All parents/carers are required to complete the attached absence notification form which provides a clear reason for any absence or provide a written note into school.

**Family holidays during Term Time**

Maghera 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**

The school will try to contact the parents of children when a problem is identified by telephone in the first instance.

The Principal will then send a letter to parents/carers whose children are showing signs of concern with regard to absence to attend an interview in school.

If the issue is not resolved the Principal will complete a referral to the EWO if pupil attendance falls below 85% with no acceptable explanation.

Attendance percentages will be provided on each school report in June. The overall attendance figure for the whole school will be included in the Annual School Report.

**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.

Signature – Principal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Chair Board of Governors : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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



MAGHERA PRIMARY SCHOOL

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**E-mail:** [**info@magheraps.maghera.ni.sch.uk**](mailto:info@magheraps.maghera.ni.sch.uk)

**Website:www.magheraprimaryschool.com**

**Principal : Mrs L Mawhinney Tel: 02879642130**

**Reason for Absence**

MAGHERA PRIMARY SCHOOL

Absence Explanation Note

Please complete and return to the class teacher as soon as possible.

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_

Date (s) of Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian)

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