**ST. PATRICK’S P.S. HILLTOWN**



**Attendance policy**

**FEBRuary 2021**

**ProgRESS THROUGH PARTNERSHIP**

**ATTENDANCE POLICY**

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

Regular school attendance and punctuality are extremely important, as valuable learning time is lost when pupils are absent or late. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. The school’s ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The school takes appropriate action in order to promote good attendance and the overall aims of this policy.

**AIMS**

* To maximise attendance of all children
* To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with the school
* To monitor and support children whose attendance is a cause for concern and work in partnership with parents to resolve any difficulty
* To analyse attendance data regularly to inform practice and future policy amendments
* To work closely and make full use of the support from appropriate external agencies, including the Education Welfare Officer (EWO)

**ROLES AND RESPONSIBILITIES**

**Responsibilities of Parents**

The responsibility for ensuring children attend school regularly and punctually rests with parents. However, where school attendance problems occur, the key to resolving these problems is engaging the child through collaborative working between the parent and the school.

Parents should:

* Ensure that their child attends school regularly and is punctual each day
* Ensure that their child understands the benefits of good attendance and punctuality
* Notify the school as soon as possible on the first day when their child is absent
* Avoid taking family holidays during term time
* Work in partnership with the school

**Responsibilities of the School**

The school will:

* Ensure its registration system is accurate and consistently used by staff
* Analyse data regularly and identify the actions that need to be taken
* Follow up unexplained absences promptly
* Promote good attendance and punctuality for all
* Work in partnership with families and the Educational Welfare Service
* Set and monitor progress towards annual targets for attendance
* Evaluate the effectiveness of the Attendance Policy
* Provide a copy of this policy to parents

**Responsibilities of the Educational Welfare Service**

The Educational Welfare Service will:

* Monitor registers regularly
* Identify pupils/families with attendance difficulties
* Agree time-limited action which needs to be taken by the school or education welfare officer
* Provide advice and work in partnership with the school and families

**SCHOOL PROCEDURES**

The school uses Attendance Manager provided by SIMS to collect, store and monitor all aspects of pupil attendance.

* Teachers are required to take an attendance register at the beginning of the morning session
* Attendance procedures must be consistently applied by all staff across the school to ensure accuracy of data

**TYPES OF ABSENCE**

**Lateness**

* Pupils arriving after the register has been closed at 9.10am will be considered as being late
* Lateness is monitored and action taken to improve punctuality where necessary

**Illness**

* Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence
* Parents/carers should provide a written explanation on their child’s return to school
* If any member of staff is concerned about a reason for absence, the Principal should be informed

**Medical/Dental Appointments**

* Absences from school due to a medical or dental appointment will be considered as authorised absences
* Parents should inform the school in advance as much as possible
* Parents/carers are encouraged to make medical appointments out of school hours, if possible

**Holidays during term time**

* Holidays during term time are discouraged because of the detrimental effect on education Parents are asked not to take children out of school during term time for family holidays

**MONITORING ATTENDANCE**

* Attendance is monitored regularly by the school principal and vice-principal
* Teachers should inform the principal if they notice patterns of absence
* Attendance data will be discussed with the EWO as and when required
* The Governors will set an annual target for attendance and review this annually at its first meeting

**REPORTING ATTENDANCE**

**To Parents**

Parents will receive an annual report on their child’s attendance; this will accompany the end-of-year report in June.

In order to give parents a benchmark for their child’s attendance in relation to other children in the school, the following grades will be used:

 100% - Outstanding

 98-99.9% - Excellent

 96-97.9% - Very Good

 94-95.9% - Average

 90-93.9% - Satisfactory

 Under 90% - Unsatisfactory

**To the Educational Welfare Service**

When necessary, the school will contact the EWO to discuss concerns about

 attendance.

**To the Board of Governors**

Attendance is an item on the agenda of each Board of Governors meeting and annual targets are reviewed at the outset of each academic year.

**IMPROVING POOR ATTENDANCE AND PUNCTUALITY**

The regular monitoring and analysis of the school’s attendance data enables patterns and trends to be identified. If there is cause for concern, the following steps are taken:

* *Step 1*: Where poor attendance or punctuality is identified, the parent is informed of the school’s concern
* *Step 2*: Where the concern persists, the Principal will meet with the parents to discuss the reasons for the absence or punctuality difficulties and to plan for improvement
* *Step 3*: Where no improvement has been made, the EWO will be informed

The aim throughout this process is to ensure all children have the best attendance possible, with the school working in partnership with parents and taking individual circumstances into account.