



Attendance Policy

Pupils

Signature of the Chair of Board of Governors: _____

Signature of the Principal: _____

Date: _____

Review Date: _____

Holy Trinity Primary School Attendance Policy

1. Introduction

- 1.1) The Staff and Board of Governors of Holy Trinity give a priority to its pupils' educational achievement and believe that maximum pupil attendance and punctuality are essential in order for all children to achieve their full potential. This policy has been introduced in order to help achieve this aim and the staff and governors are committed to working in partnership with the parents to ensure that it is effectively and appropriately implemented.
- 1.2) Whole school attendance targets are set annually in consultation with the staff and BOG

2. Background and Principles

- 2.1) There are strong and proven links between pupil attendance and educational achievement. Attendance of less than 95% (i.e. absences of 9.5 days or more out of the 190 days in the school year has been shown to compromise pupil attainment. At 90% attendance pupils miss the equivalent of almost 4 weeks education (19days).
- 2.2) Taking holidays during term time has become an increasing problem as families take holidays during term time in order to take advantage of cheaper prices or because of work commitments.
- 2.3) The school acknowledges that for some families extended visits to the country of family origin provide important opportunities to reaffirm family, linguistic and cultural identities and recognises that these can be positive personal and educational experiences. However there is strong evidence to indicate that where such visits result in significant absences from school during term time , the disruption to the child's education can have a negative impact on his/her educational attainment. For this reason parents should organise such holidays during school holiday periods.
- 2.4) Consequently, planned absences during term time are not allowed and are to be discouraged.

- 2.5) If parents/carers do come to senior leadership to ask for leave of absence due to holiday arrangements, leadership will advise that the child/children will be marked absent (G holiday not agreed) but also ask that parents/carers do try to limit absence as much as possible by:
- a) Wrapping days of absence around existing school holidays (but trying to avoid particularly the beginning of the academic year, if possible.)
 - b) Considering if it is necessary for child/children to accompany the adults in all circumstances.
 - c) Weighing up the benefits to the family against the detrimental impact on the child's/children's educational progress and attainment.

3 Absence in exceptional circumstance

3.1) The Principal may, on rare occasions, make a judgement that there are genuine and exceptional circumstances pertaining to an application to take a pupil out of school during term. For Example:

- a) Parent/carer recuperation and convalescence from critical illness or surgery
- b) Death of close family member
- c) Life threatening or critical illness of parent or sibling

3.2) Family emergencies need careful consideration. It is not always in the best interest of the child nor wholly appropriate for them to miss school for family emergencies that are being dealt with by adult family members. The routine of school, school friendships etc can provide a stable, safe and familiar background to life during times of upheaval.

Approval for such leave will only be made following consultation with the Educational Welfare Service.

4 Procedures for lateness

4.1) Children who arrive after registers have been marked and sent to the office must report directly to the school office. Any child arriving after 9.00am for any reason other than medical will be marked late with an 'L'. Any child arriving after 9.30 without an acceptable explanation from parents will be marked unauthorised absence for that session 'U' by staff.

4.2) Parents must sign out children if they have to leave during the school day.

5 Maximising Attendance

The majority of our pupils achieve excellent levels of attendance and we encourage this through a range of school practice.

- 5.1 Individual attendance certificates will be presented termly to pupils who have achieved 100% attendance that term.
- 5.2 Attendance and punctuality promoted through assemblies and newsletters.
- 5.3 If a child is off school the school will contact parents by text to let them know their child is not in school and to contact the school as soon as possible, unless the parent has already made contact with the school regarding the absence.
- 5.4 If a child's attendance drops below 90% the vice principal will commence close monitoring of future attendance. A letter will be sent out to advise parents about their child's attendance.
- 5.5 If a child's attendance level does not improve then the vice principal will invite parents into the school to discuss the matter.
- 5.6 If a child's attendance level drops below 85% the vice principal will consult and if necessary refer to the Education Welfare Service.

6 Summary of responsibilities

- 6.1 Parents will:
 - a) Ensure their child attends school regularly, between 95-100% where possible.
 - b) Ensure their child arrives punctually, arriving for 9.00am. If a child is late after 9.30 parents must provide a suitable reason ie medical appointment, or the child will be marked absent for that session.
 - c) Notify the school as soon as possible (preferably on first day of absence) by phone or letter of any unauthorised absence (e.g. sickness/family emergency).

- d) Send a letter stating the reasons and duration of all unauthorised absence upon the child's return.
- e) Weigh up the benefits to the family of term time absences of any kind against detriment to the child's educational progress and attainment.
- f) Minimise the number of absences from extended leaves by taking holidays etc around existing school holiday periods.

6.2 The VP will:

- a) Monitor attendance and, where concerns are identified, consult with parents and outside agencies to agree actions to address identified issues.
- b) In consultation with leadership set annual attendance targets.
- c) Inform B.O.G. of attendance data as requested.
- d) Inform all parents of attendance record for their child/ children at the end of the school year.
- e) Promote and reward excellent attendance.

6.3 Class Teachers Will:

- a) Ensure that registers are recorded accurately and returned to office by 9.30.
- b) Report any concerns relating to attendance to the VP.
- c) Contact parents if their child misses more than 2 days to enquire of their well- being.

6.4 School Admin Staff will:

- a) Input attendance Data on daily basis
- b) Print off data each month for monitoring by VP and teachers
- c) Take parent calls explaining absence and inform teachers.

6.5 The EWO will:

- a) Support the school to develop strategies to meet attendance targets
- b) Meet with parents to help with problems over attendance.

Key Stage 1
Mill St
Enniskillen
Tel 02866324959
Fax 02866325762



Key Stage 2
Cornagrade
Enniskillen
Tel 02866323313
Fax 02866325316

Dear Parents

Our records show that your child's attendance is below 90%. The Educational Welfare Officer has flagged his/her name for monitoring and if necessary to refer to their service. The school is obliged to refer children to the EWO if attendance goes below 85%.

If your child is sick, please send in a written sick note to the teacher. If your child misses a lot of time due to an on-going medical condition please if possible get a letter from your GP stating so for school records.

The school is trying to promote good attendance and we monitor it monthly. Children can get certificates and spot prizes for excellent attendance. We feel that it is very important that your child attends school as often as possible. Good attendance would be 95% upwards.

Please contact me at the school if you have any queries.

Yours Sincerely

John Reihill

Key Stage 1

Mill St

Enniskillen

Tel 02866324959

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Key Stage2

Cornagrade

Enniskillen

Tel 02866323313

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Dear Parent,

Your child's attendance record for the present school year is_____.

That is ___ days out of a possible ___ days.

As a school we try to ensure high attendance for all our students and our procedure is to refer to the Educational Welfare Service.

Once a child's attendance goes below 85% we are obliged to refer to Educational Welfare. Therefore we will be referring_____ to the Educational Welfare Service. They will be in contact in the near future and hopefully can be of some support to you.

If you have any queries, please contact me at school, preferably after 3pm.

Yours Sincerely

John Reihill VP

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Dear Parent

As you are aware from our previous correspondence your child's attendance is under review. I can see from our register that the situation has not improved.

I would like to arrange a meeting with yourself to see if we can assist you in any way to ensure that your child's attendance improves.

Date

Time

Location

If this date or time does not suit please contact me at the school so we can re-arrange.

Yours Sincerely

John Reihill VP