

Enniskillen Model Primary School

ATTENDANCE POLICY

Updated September 2024

Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every child has full access to the school curriculum and reach his/her potential.

Enniskillen Model Primary School strives to promote an ethos and culture which encourages good attendance and where each pupil feels valued and secure.

Good attendance means:

- Children will be in school every day when well
- Children will arrive on time to school
- If a child is absent or late, parents will communicate with school

Mission Statement

In Enniskillen Model Primary School, we want everyone to feel valued and work together within a caring, secure, child centred and inclusive environment. We seek to promote a broad and balanced curriculum, celebrate achievement, encourage independence and motivate all to become equipped with knowledge, skills and values for life-long learning

Aims

1. To maintain the overall high attendance of pupils in Enniskillen Model Primary School
2. To implement a framework that defines roles, responsibilities and approaches in relation to attendance
3. To provide advice, support and guidance to parents, class teachers and pupils
4. To promote good relationships and communication with the Education Welfare Service (EWS)

Role of the School

Attendance records are inputted into the C2K system weekly and monitored monthly

The principal has overall responsibility for school attendance. The teachers, following consultation with the designated teachers (Mrs West and Mr Breen), bring any concerns regarding school attendance to his attention

The Board of Governors provide support by reviewing school attendance figures (and targets) at occasional meetings

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 adhere to the guidance provided in the Department of Education Circular 2024/13, which can be found at the following link: [Circular 2024/13 - Attendance Guidance & Absence Recording by Schools | Department of Education \(education-ni.gov.uk\)](#)

Enniskillen Model is committed to collaborating with parents to encourage regular and punctual attendance

Role of Parents

Parents have a legal duty to ensure their children of compulsory school age receive full time education suitable to age, ability and aptitude and considering any special educational needs/other needs they may have, either by regular school attendance or otherwise

If a child is registered in school, his/her parent has a legal duty to ensure that they regularly attend that school

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed verbally/with a written note or email/entry into the school diary. If the absence is likely to be prolonged, this communication helps 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 in the morning for registration and the beginning of classes. It is the responsibility of parents to ensure their children are punctual. Lateness is recorded at registration and on each child's attendance record. Code L is used if your child is in school after registration closes and Code U is used if repeatedly late (reviewed monthly). Children who are late will sign in at the office and records are closely monitored.

If a child appears reluctant to attend school, parents are encouraged to discuss the matter promptly with the class teacher or principal to ensure maximum support

Role of Pupils

Each pupil in Enniskillen Model Primary School must attend school punctually and regularly. If absent from school, a verbal message/written note from a parent should be provided to the teacher on return

Absence Procedures

The designated teacher, principal and class teacher liaise regularly in relation to absences that are a cause of concern

Parents who have not furnished a reason for absence will be contacted

Family holidays during term time: We discourage holidays during term time but appreciate there are occasions when they must occur. Family holidays taken during term time should be cleared via the principal and will be categorised as an unauthorised absence, in accordance with DE policy (2024) – Code G.

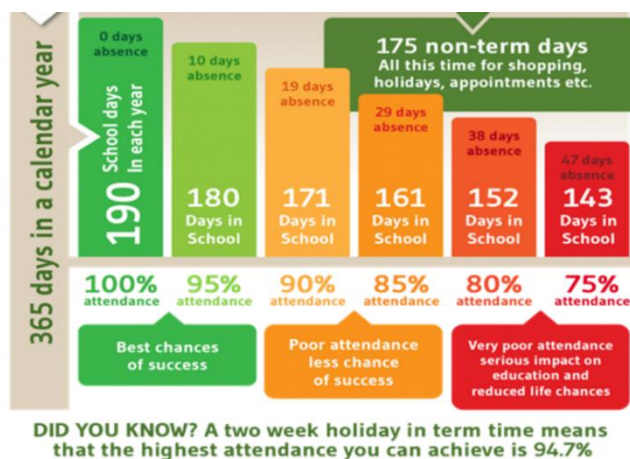
Procedures for Managing Non-attendance

Should a pupil be off for a period of more than 5 days (with no reason being given), the teacher/ office staff will contact home

Education Welfare Service

The Education Authority through the Education Welfare Service (EWS) has a legal duty to make sure that parents meet their responsibility towards their children's education.

If a pupil's absence causes concern or if their attendance falls below 85%*, their name will be discussed with the EWO (following consultation between the designated teacher, class teacher and principal) and further action agreed. The EWS support staff and parents in developing and implementing strategies to address or improve school attendance.



Signature: Principal _____

Chair, Board of Governors _____

Date _____

1. Article 45(1) of The Education and Libraries (NI) Order 1986
2. Homework Diaries – new entry (2015 on) to allow absence reasons to be inserted by parents

*Changes /adaptations allowed considering Covid 19 and periods of remote learning.