



Phoenix
INTEGRATED
PRIMARY SCHOOL
Achieving & Celebrating Together

Pupil Attendance Policy

Date Ratified: 21.5.14

Signed:

Reviewed on 25.10.17

Signed:

(Chairperson of the Board of Governors)

ATTENDANCE POLICY

This policy forms part of the Safeguarding arrangements for the pupils of Phoenix IPS.

Introduction

Phoenix Integrated Primary School provides a high quality learning environment where children from Catholic and Protestant backgrounds, as well as those of other faiths and none, can learn with, from and about each other. We are committed to the Principles of Integration; equality, faith and values, parental involvement and social responsibility. We strive to provide a child centred ethos in which fairness, tolerance, compassion and forgiveness permeates all relationships within the school community.

At Phoenix we strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure. Regular school attendance is essential to ensure uninterrupted progress raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential.

Aims

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

Schools are required to take an attendance register twice a day and this shows whether a pupil is present, engaged in an approved activity off site, or absent. If a pupil is absent, every half day absence has to be classified by the school as either authorised or unauthorised. Only the school can authorise the absence, not parents/carers. This is why information about the cause of each absence is required in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Parents/carers keeping pupils off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school late when registration has closed

It is hoped that parents/carers, school staff and statutory authorities can work closely to overcome any problems which may affect a pupil's attendance.

Why every School day counts?

Poor attendance can seriously affect each child's:

- Attainment in school
- Relationships with other children and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others

Attendance percentages can be misleading

Every single day a child is absent from school equates to a day of lost learning. For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

Attendance is summarised in the following categories:

| Percentage % Attendance | Number of Days missed | Assessment of Attendance |
|--------------------------------|---|---------------------------------|
| 100% | 0 days missed | Excellent |
| 95% | 9 days of absence 1 week and 4 days of learning missed | Satisfactory |
| 90% | 19 days of absence 3 weeks and 4 days of learning missed | Poor |
| 85% | 28 days of absence 3 weeks and 4 days of learning missed | Very Poor |
| 80% | 38 days of absence 7 weeks and 3 days of learning missed | Unacceptable |
| 75% | 46 days of absence 9 weeks and 1 day of learning missed | Unacceptable |

“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

Role of the School

- The Principal at Phoenix Integrated has overall responsibility for management of the policy.
- Teaching Staff will record and monitor punctuality attendance in class folder and follow up any absence notes and punctuality issues directly with parents.
- Teaching Staff will bring any concerns to the Principal/Vice Principal’s attention.
- Office Staff will record attendance in SIMS and monitor attendance regularly with Principal/Vice Principal
- Office Staff will monitor punctuality and ensure record late arrivals and early pick ups are recorded in book at reception.
- Vice Principal, Teachers and office staff should bring any concerns regarding school attendance to his/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 meetings on a regular basis.
- To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2017/15

[Circular 2017/15 Attendance Guidance & Absence Recording By Schools](#)

Role of Parents

- Ensure their child attends daily and on time.
- Keep the school fully informed on all matters that might affect attendance and their child in school.
- If attendance becomes a problem – work with the school to improve matters.
- Give serious consideration to whether it is appropriate or necessary to request term time absence.

Procedures for parents to support managing attendance

Morning Registration

It is the responsibility of parents to ensure that your child is punctual. The school day starts at 9.00 am promptly and all children should be in school and ready for the school day by this time. Any child who arrives after 9.00 am will be marked late and must be recorded in the Attendance book at the reception. Registration closes at 9.30 am after which absence will be recorded as unauthorised absence for the morning session. Those pupils who are persistently late will be referred to the Principal.

Absence from school

It is a parent/guardian's responsibility to inform the school (eg by telephone) 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. The note should include the following:

- Child's name and class
- Date(s) of absence
- As full an explanation as possible for the absence
- The name of the parent/carer in block capitals along with their signature.

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.

To assist in this matter a new proforma "absence note" has been devised (see attached) Additional copies available from school office and class teachers.

Absence for Medical Reasons

Parents/carers are asked, whenever possible, to make appointments outside school hours. If an appointment has to be made during schools hours a written explanation must be provided stating clearly the time of the appointment. If there are frequent absences for medical reasons, parents/carers may be asked to provide medical evidence in the form of a doctor's certificate.

A proforma has been devised for this and is available from the school office and class teachers. (please see attached)

A note to request absence for a medical appointment must be signed by the class teacher at morning registration and presented at the school office when the pupil is signing out of school for their appointment. Pupils are expected to return to school following their appointment whenever possible.

If a pupil has a medical condition that may affect attendance and punctuality parents/carers are asked to contact the school to discuss possible arrangements with their child's class teacher. Persistent lateness will be referred to the Principal and discussed with parents.

Family holidays during term time

Phoenix Integrated Primary School strongly discourages holidays during term time due to the impact that they have on pupils' learning. If you plan to take your child out of school during term time you must contact the school to discuss with the Principal. In addition, any requests for leave during term time must be put in writing to the Principal. Family holidays taken during term time will be categorised as an unauthorised absence.

Role of Pupils

Each pupil at Phoenix Integrated Primary School has a duty to ensure that they 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. Your parents must telephone the school to inform us that you will be absent on the first day you miss. We want you to return to school as soon as you are able to ensure you do not miss out on any learning.

Absence Procedures

- Parents must inform the school promptly on the first day of absence.
- A written absence note should be returned to the school on the child's return.
- Parents will be informed of their child's attendance through the school year.
- Any missed absence notes will be followed up by the class teacher and school office.

Procedures for Managing Non-attendance

Pupil attendance is continually monitored at Phoenix IPS.

Where the class teacher has concerns about the level or pattern of a pupil's attendance they are discussed with the Principal. Where deemed appropriate the Principal will manage the absenteeism using the following procedures:

1. Contact the family and arrange an appointment to discuss the issue in order to agree a strategy for improving attendance.
2. Should such contact fail to resolve the issue the school may refer the matter to the Educational Welfare Service for additional direction and support.

Education Welfare Service

Education and Library Boards through the Education Welfare Service have a legal responsibility to make sure that parents 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 (EWS) will support staff and parents in developing and implementing strategies to address or improve school attendance.

A failure by parents to ensure their child's attendance can ultimately lead to prosecution.

Evaluation

The effectiveness of this policy and our procedures in monitoring and improving attendance levels is evaluated in a number of ways:

- Parents are kept informed of their child's attendance during the school year.
- Parents are given a summary of their child's attendance as part of the End of Year Report.
- The Governing Body monitor the effectiveness of this policy through Principal's reports on attendance at Governing Body meetings.
- The annual attendance figures are published in the Governors Annual Report to Parents.
- An officer from the Education Welfare Service regularly monitors attendance levels on a whole school and individual basis.
- SELB receive information on pupil attendance as part of the annual audit.
- The Department of Education monitor the school's attendance statistics as part of the Annual School Census.



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Absence Note

This note should be given to your child's teacher on the day your child returns to school following absence.

Pupil Name:

Class:

Date of Absence: from _____ to _____

Reason for Absence:

Parent/Guardian (print) _____

Signed: _____

Date: ____/____/____



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Request to attend an appointment during school hours

As far as possible all appointments should be arranged after school. If this is not possible you may request time to take your child to an appointment.

Pupil Name: _____

Class: _____

The above named pupil has an appointment to attend:

Please indicate – doctor/dentist/hospital/other (please indicate)

(Please include appointment card or letter)

Date ____/____/____ Time: _____

He/She will/will not return to school (please mark as appropriate)

Parent/Guardian (print) _____

Signed: _____

Signature of Teacher: _____