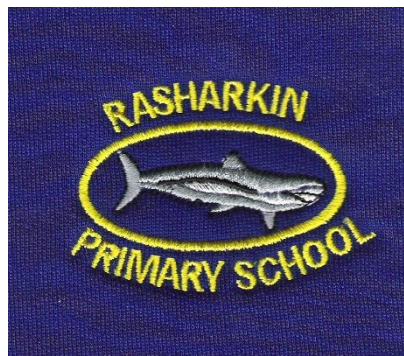


Rasharkin Primary School



Attendance Policy

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.

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

“there is a link between attendance and attainment; and that poorer attendance is associated with an increased likelihood of lower grades at GCSE and A level and an increased likelihood of unemployment.” (Ref: Miss School, Miss Out)

Aims

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

Role of the School

The Principal has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to her attention.

The Board of Governors provide support by reviewing school attendance figures and targets at least annually. Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration.

To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2023/11, which can be found [using this link](#).

Rasharkin Primary School is committed to working with parents/guardians to encourage regular and punctual attendance.

Role of Parent/Guardian

Parents/guardians have a legal duty 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 (ref: 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 of the reason for a pupil's absence on the first day of absence. A telephone call, written note or verbal message to a member of staff are all acceptable. 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 9.10am 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 Rasharkin 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.

Absence Procedures

A clear reason for absence should be provided to school staff. Non emergency dental and medical appointments should be made after school, where possible. Children, when present should be in school for the whole school day, other than in exceptional circumstances. Habitually leaving school early means children miss out on key parts of their education and may be recorded as half day absence, unless an authorised reason can be provided.

