



## Attendance Policy

September 2023

### Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Milltown Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Education Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Principal and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

### Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.

- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

## **Definitions**

### **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to the EA.
- All staff should be aware that they must raise any attendance or punctuality concerns

### **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Class teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers

- Informing the Principal where there are concerns
- Providing background information to support referrals
- Monitoring follow-up when actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation meetings where necessary

### **Principal**

The Principal is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the Education Welfare Service (EWS)
- Providing reports and background information to inform discussion with the school's EWS
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

### **Administration staff**

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Principal
- Sending out standard letters regarding attendance

### **Parents**

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence before 9:15am
- Informing the school in advance of any medical appointments in school time.

- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

## **Registration**

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded. The attendance register must be completed by the class teacher every morning with afternoon only absences updated. These registers are then returned to the school office.

All attendance records are documented using SIMs software, which is supported by the Education Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

## **Lateness**

Pupils are expected to be in their classroom by 8:55am. If a pupil arrives late, but before registration has closed, they will be marked using Attendance Code L. If they arrive after registration has closed (9:15pm) the pupil will be marked using Attendance Code U, unless a valid reason is provided e.g. SEN Taxi.

Children who have attended a dentist or doctor's appointment and subsequently come to school later will have the absence recorded as a medical absence using Attendance Code M.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

## **ABSENCES**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

**The school is unable to accept a pupil verbally explaining the reason for their absence. This needs to be communicated to school by a parent/carer.**

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Principal has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send a letter requesting these details to parents/carers to complete. If this letter is not completed within 5 days of the pupil's return, then the absence will be recorded as an unauthorised absence using Attendance Code D.

See Appendix 1 for codes authorised by the Department of Education for recording absences.

### **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their schoolwork.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if alternative arrangements for learning can be made.

### **Parental Request for Absence from School for Holiday**

Milltown Primary School discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

### **Addressing Attendance Concerns**

The school expects attendance of at least 95%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Principal and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school we rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns

regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

The Education Welfare Service (EWS) will issue notices to parents where there has been a referral to EWS from the school as part of the school's processes to address poor attendance patterns.

### **Monitoring Attendance**

Our office staff has the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software. Meetings can be held with the Principal to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

## Appendix 1

### Department of Education Codes for the Recording of Pupil Absences

Code	Description
/ \	<b>Present: / = (AM): \ = (PM)</b> Present at registration.
A	<b>Artistic Endeavour</b> Artistic events which have no direct correlation to the pupil's educational achievement.
B	<b>Bereavement</b> Death of a close relative such as parent/carer, sibling, grandparent, aunt or uncle.
C	<b>Suspended</b> School have suspended pupil for fixed period.
D	<b>No reason provided for absence</b> It has not been possible to establish a reason within five days following pupil's return.
F	<b>Family Holiday (agreed)</b> Agreed in exceptional circumstances when holiday is judged important for family cohesion, child well-being etc. e.g. following a bereavement or serious illness.
G	<b>Family Holiday (not agreed)</b> Holidays taken during term time where there are no exceptional circumstances, e.g. cheaper deal or no suitable reason.
H	<b>Other Absence</b> Reason provided is not acceptable e.g. sleeping in, shopping, birthday or haircut.



I	<b>Illness (not medical or dental appointments)</b> Parents must be encouraged to notify the school and provide reasons when pupil is absent due to illness.
J	<b>Extended Leave (Approved)</b> Family to temporarily travel outside the UK for work purposes or for urgent specific complex family need.
L	<b>Late</b> (before registration closed) *
M	<b>Medical/Dental Appointments</b> Absent from registration for a medical or dental appointment.
N	<b>No Reason Yet Provided</b> Temporary code to be used for first 5 days.
O	<b>Other Exceptional Circumstances.</b> Special occasions at the discretion of the school or an exceptional event outside control of pupil.
P	<b>Approved Activity</b> An activity which the school deem to have a direct correlation to the pupil's educational achievement or playing sport at a national or county level.
R	<b>Religious Observance</b> A day set aside exclusively for religious observance by the religious body to which the parent/carer belongs, including religious festivals.
U	<b>Late (after registration closed)</b> No relevant reason for lateness to code it otherwise.
V	<b>Educational Visit.</b> Organised trips and visits, or supervised educational trips arranged by other organisations.

\*Registration closes in Milltown Primary School at 9:15 am.

