

**Our Lady Queen of Peace
Primary School
2017/2018**



Attendance Policy 2017

Our School is a Rights Respecting school and Articles 28 and 30 of the United Nations Convention on the Rights of the Child (CRC) underlines our Attendance Policy:

“Every child has the right to an education. Primary education must be free. Discipline in schools must respect children’s dignity. Richer countries must help poorer countries achieve this.” A28

“Every child has the right to learn” A29.

Ratified by Board of Governors on 27th September 2017



Our Lady Queen of Peace Primary School Attendance policy 2017-2018

Rationale:

Our Lady Queen of Peace Primary school promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. We feel the whole school community takes responsibility for attendance.

Aims:

To raise attendance
Improve punctuality
To raise level of achievement
Maximise opportunities both in school and in later life. A29

Guidelines:

Reasons for absence

Parents and carers are asked to contact the school office by phone or in person if their child needs to be absent from school.

Authorised absences include:

Sickness, hospital appointments, dentist, religious holidays, clinic and funerals. Medical appointments should be arranged if possible outside the school day. Where this is not possible it is expected that pupils only miss part of the day.

Unauthorised absences include:

Shopping, visiting relatives, buying shoes, going for a haircut, parent/s unwell, birthdays, holidays. This is not an exhaustive list.

Holidays

The school supports the view that every lesson counts and discourages parents from taking holidays in term time.

Response to absence

If any child has not been registered or the school has not been notified about a child's absence, the office may contact the parent carer..

If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school in the form of a phone call made by either Mr Kilpatrick the Designated Teacher or Mr O'Doherty the DDT.

If the child continues to be absent then details will be passed to the Principal who will either write to the parent/ carer or consider a referral to the Education Welfare Officer or the school nurse.

Whenever the school is unable to contact a parent or carer because of inaccurate/ outdated contact details the class teacher will attempt to meet the parents. If this is not possible a letter will be written. If we are still unable to

make contact the parent/ carer will be invited into school to meet the Principal to discuss the situation.

If an absence is unexplained the school will write to parents for an explanation. If no reason is forthcoming a phone call will be made. Any absence considered not to be a justified reason will remain unauthorised.

A series of unauthorised absences will trigger a meeting with the Principal. Where children have persistent attendance problems the Principal teacher will invite parents/ carers into school to a formal meeting. The Designated teacher will have monthly meetings with EWO regarding attendance. She will discuss with the class teacher any child whose attendance is less than 85%. A letter will be automatically sent to every parent where the attendance falls below this level.

Lateness

School starts at 9.00 am school.

Lateness is classed as any child coming into school between 9.00 am and 9:15am

After 9:15am it is classed as late in the register and persistent lateness will also be referred by the designated teacher to the EWO.

Lateness is monitored monthly. Where children have persistent lateness problems the Principal will invite the parents into school to a formal meeting.

Monitoring and Evaluation.

Throughout the year parents will be kept informed of school expectations and procedures through information, flyers and newsletters, curriculum meetings and text messages.

The school will employ a range of strategies to encourage good attendance. This will include a class of the month award which will be given to classes at the monthly assembly. At the end of the year there will be a special award given to the class with the highest attendance.

Termly

Each child with 100% attendance will be presented with a certificate

Each child with a full year attendance will receive a special certificate on our last assembly at the end of June.

Procedures:

- Registers of all classes are kept and monitored by the office staff daily.
- Log kept of all children who arrive late.
- Log kept of all children daily for whom no notification for absence has been received and of phone calls made to parents.

Lateness and attendance figures scrutinised on a monthly basis.

- After four episodes of lateness in a month a letter will be sent to parents by the school with the aim of addressing the situation. If the situation does not improve the parents will be invited to a formal meeting with the Principal.

- Any child with an absence of under 85% will have their records examined and if need be drawn to the attention of the E.W.O.
- Children with absence between 80% and 90% will have their reasons for absence monitored. Attendance figures to be analysed monthly by class, year group and whole school. These figures to be presented to the Board of Governors by the Principal.

Each year as part of the multi disciplinary team, any family who has been visited by the EWO will be discussed at the meeting with recommendations made by EWO. This will be logged by the Designated Teacher and Deputy Designated Teacher.

Since our involvement in the Rights Respecting Schools Award there has been a marked improvement in whole school attendance. The census for 2015 indicated a whole school attendance figure of 94.9%. The census for 2016 has seen this figure rise to 95.3%. Careful monitoring of the attendance and punctuality on an on-going basis will indicate continued improvement. This will be achieved with help from our EWO and monitored through our Multi-Disciplinary Team.