

### Monitoring

The Principal, attendance coordinator and the EWO will review the attendance of all the schools pupils on a termly basis and any pupils identified as cause for concern (Under 90%) or less than 85% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and will detail the attendance percentage and the number of days absence. The pupil's attendance will be closely monitored and if after a four week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the Attendance Coordinator to discuss the issue and hopefully resolve any issues preventing the pupil from attending. If the parent/s do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the EWO will be made.

### Removal of a child during school hours

If a children needs to leave school during school hours a written letter to the class teacher needs to be provided in advance. For Safeguarding purposes children must always be collected from inside the school building. Parents / Guardians should report to the school office and complete the 'signing out' form. This procedure is also necessary if your child is sent home from school ill.

### Lateness

If any pupil arrives after registration has closed, he or she MUST register at the office, with a parent or guardian, where a reason for lateness will be recorded. A written note for the lateness will need to be provided and a decision made by the Principal (Or Attendance coordinator) to mark it as an authorised or unauthorised absence.

Any arrival after 9.00am will be recorded as an L for late. Any arrival from 9.16am onwards will be recorded as a U and be considered an absence for the morning session.

Parent's will receive a letter from the Attendance co-ordinator should a child be frequently late for school.

100%	0 days missed	Excellent
96% - 99%	Less than 9 days absent	Very Good
91% - 95%	Up to 9 days absent	Satisfactory
86% - 90%	Up to 29 days absent	Poor
81% - 85%	Up to 28 days absent	Very Poor
80% and below	More than 28 days absent	Unacceptable

This is a brief summary of our Attendance Policy. The full policy is available for download from our website or a printed copy is available on request from the school office.



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## Mullavilly Primary School



### Information for Parents on our Attendance Policy

“At Mullavilly Primary School we have very high standards and take great pride in seeing our children achieve their full potential. In order for us to continue to achieve our goals we need our pupils to have a pattern of good attendance throughout their school career.”

## Objectives of Our Policy

- To promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- To promote opportunities to celebrate and reward pupil's successes and achievements
- To raise awareness of the importance of good attendance
- To keep an accurate and up to date record of attendance.
- To ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance of individuals, groups and the school.

## Aims of Our Policy

- To improve/maintain the overall attendance of pupils at Mullavilly Primary School.
- To develop a framework that defines roles and responsibilities in relation to attendance.
- To provide advice, support and guidance to parents/guardians and pupils.
- To promote good relationships with the Education Welfare Service.
- To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the school.

## Roles and Responsibilities of Pupils

- To respect themselves and others.
- To do all they can to attend school regularly and punctually.
- To inform a trusted adult if they feel that they are being bullied.
- To encourage friendship and a sense of belonging.
- To be happy and encourage others to feel happy.

## Roles and Responsibilities of Parents

- To keep requests for their child to be absent to a minimum.
- To inform the school 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.**
- To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn.
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special/exceptional circumstances.
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as assessment periods.
- To support their child and recognise their successes and achievements.
- **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.

## STRATEGIES USED TO PROMOTE GOOD

### ATTENDANCE AND PUNCTUALITY

- Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.
- Pupil attendance figures will be published with the annual academic reports alongside School Attendance Matters: A Parents Guide.
- Figures of the overall attendance of the school will be published annually in the Board of Governors' Report.
- Certificates are presented at the end of each half term for those pupils who achieve 100% attendance. At Final Assembly certificates are presented to those pupils who achieve full attendance for the whole academic year.
- An overall Target attendance will be set at the start of each academic year for the overall attendance of the whole school.
- Each class will aim to meet this target and at the end of each month in assembly the class with the highest average attendance will receive a reward. E.g. trip to park, fun afternoon, night of homework.
- Availability of Breakfast Club from 8.00 – 8.50am every morning.

### Unauthorized Absences

The following types of absence will be classified as unauthorized:

- Birthday
- Staying at home with an ill parent/ sibling
- A shopping trip with a parent
- Term time holiday