

Attendance Policy

West Winds Primary and Nursery Unit

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WEST WINDS PRIMARY & NURSERY 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. West Winds Primary will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Aims

Our attendance policy is set within the framework of our school ethos of West Winds Primary School. Our school motto is, 'Caring and sharing'. We are a dynamic school and promote excellence where pupils are enabled to achieve more than they ever thought possible on their own through the skilful interventions of committed and inspiring staff.

1. To improve/maintain the overall attendance of pupils at West Winds 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, Mr Todd has overall responsibility for school attendance;
- Teachers/designated staff should bring any concerns regarding school attendance to his attention;
- The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting;
- Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions;
- To accurately record and monitor attendance in a consistent way; see DENI link: <https://www.education-ni.gov.uk/publications/circular-201502-attendance-guidance-and-absence-recording-by-schools>

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Role of Secretary

Office staff have an important role to play in monitoring attendance in school. The following are some of the roles they may undertake.

- Inputting attendance data;
- Taking phone message from parents when pupils are absent from school;
- Phoning parents of pupils who are absent from school without explanation;
- Maintaining late register;
- Maintaining temporary absence register (signing out/in children for essential appointments during the school day);
- Collating whole school registration data for the Principal, Board of Governors, Education Welfare Officer;
- Assisting with annual awards presentation.

Role of Parent

- Parents 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;
- If a child is registered in school their parent has a legal duty to ensure that they regularly attend that school;
- It is a parent's responsibility 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;
- 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 West Winds Primary for registration and the beginning of classes;
- It is the responsibility of parents to ensure that your child is punctual.
- Lateness is recorded at registration and on your child's attendance record.

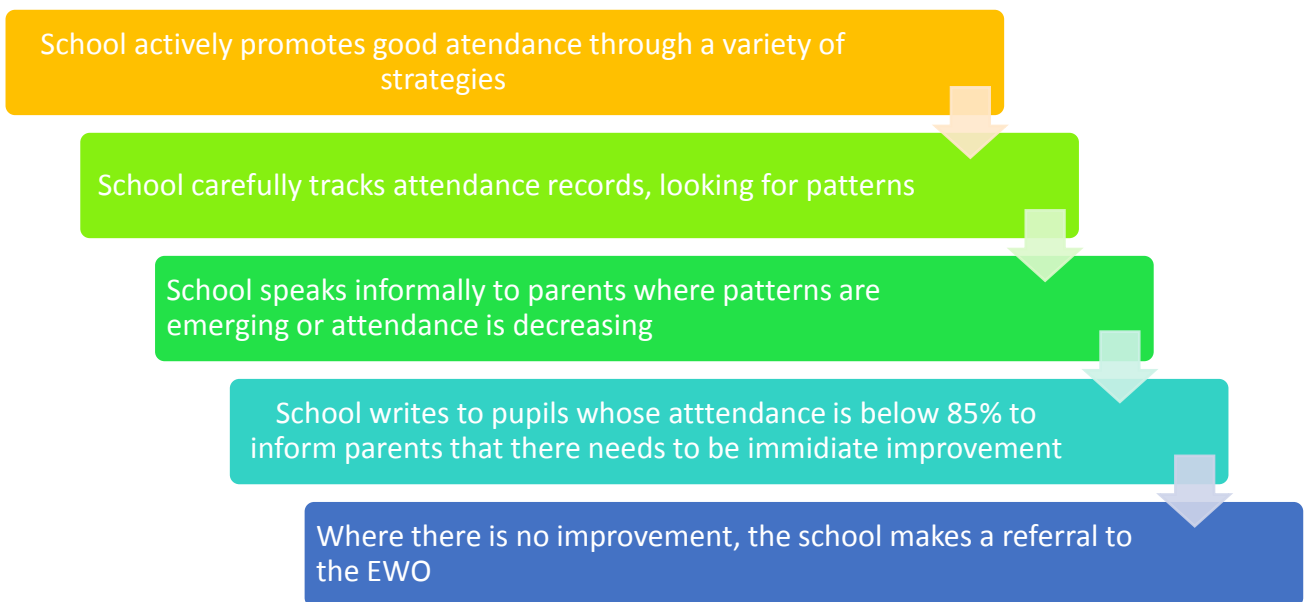
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- If your child appears reluctant to attend school please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at West Winds Primary School must attend school punctually and regularly.

Absence Procedures



Family holidays during Term Time

- West Winds Primary 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.

Education and Welfare Service

- The Education Authority, through the Education Welfare Service (EWS), have a legal duty to make sure that parents meet their responsibility towards their children's education;

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- If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWS, if appropriate;
- EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

Attendance Strategies

- Pupils Voice – consultation with pupils through surveys, focus groups and school council;
- Attendance target – a yearly target is set and reviewed regularly by Board of Governors;
- Breakfast Club;
- Parent programmes within the school;
- Raising profile of the importance of attendance at parent evenings, induction meetings and special events.
- Liaising with other schools on good practice;
- Posters and leaflets distributed to parents;
- Education Committee in estate discuss and implement strategies;
- Awards for 100% attendance;
- Data Driven leadership - teaching staff regularly meet to look at various types of data available on pupils in order to improve learning outcomes. Attendance is often discussed under demographic data;
- Prompt intervention by school / EWS.