

Alexander Dickson Primary School

Helping small
people with
BIG ideas



Attendance Policy

Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every child can have access to the school curriculum and reach their full potential.

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

Mission Statement

“Our school builds relationships with kindness and honesty. We encourage creativity, imagination and independence. We will develop learning for life and work through effort and collaboration”.

Our school community also agrees that its key values are:

- Honesty
- Learning
- Kindness
- Friendship
- Effort

Aims

1. To improve/maintain the overall attendance of pupils at Alexander Dickson 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 at Alexander Dickson Primary School has overall responsibility for school attendance; staff should bring any concerns regarding school attendance to her 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 enable our school to accurately record and monitor attendance in a consistent way, we will adhere to the guidance provided in the Department of Education Circular 2015/02, which can be found at the following link:

www.deni.gov.uk/publications/circular-201502-attendance-guidance-and-absence-recording-by-schools

Procedures for Managing Non-attendance

1. A written explanation is expected if a child is absent from school; if a letter is not received, a template is sent home for completion by the parent.
2. Attendance and punctuality is monitored monthly by school staff. Attendance below 90% is discussed with the Principal. Parents are contacted if an acceptable explanation has not been provided.
3. Attendance at 85% or below is discussed with Education Welfare Service and a letter is issued to the parents to encourage an improvement.

Education Welfare Service

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

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.

Principal

Chair, Board of Governors

Date