

ATTENDANCE POLICY
(PASTORAL CARE)

2020

ASHGROVE PRIMARY SCHOOL



"Learning, Caring, Growing Stronger Together."



Article 28

Every Child has the right to an education

Article 3

The best interests of the child must be a top priority

PASTORAL CARE

Agree Date	Review Date	Person Responsible
2020	2023	Mrs J Carberry

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Article 28- Every child has the right to an education. Primary education must be free

Article 29 - Education must develop every child's personality, talents and abilities to the full

Article 42 - Governments should make the Convention known to children and adults.

Article 6 - Governments must do all they can to make sure that children survive and develop to their full potential.

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

The Pastoral care of our children is central to the aims, ethos and teaching programmes in Ashgrove Primary. We are committed to developing positive and caring attitudes in our children, staff and other members of our school community. Our Attendance Policy is part of our collective Pastoral Care policies.

To accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2017/15, which can be found at the following link:

www.education-ni.gov.uk/publications/circular-201715-attendance-guidance-and-absence-recording-by-schools

SCHOOL ROUTINES

In Ashgrove Primary we wish every child to have a positive and orderly start to their school day. Maintaining excellent attendance and coming to school on time helps to ensure routines are well established and our pupils can make good progress. To ensure the above we have a clear set of school routines which we expect all parents and pupils to follow:

- Pupils may enter the school from 8.40 am- at this time members of staff are on duty and can ensure appropriate supervision.
- The school day starts at 8.55 am- we expect all children to be in class at this time.
- Any child arriving to school after 8.55 am is late.
- A child arriving to school after 8.55 am will need to come to the main school entrance. Parents are welcome to escort their child to the Reception area. The Secretary will give the child access to the school building.
- Pupils who are late in to school are expected to walk by themselves to their classroom.

PRINCIPLES OF ATTENDANCE POLICY

We believe that high levels of attendance are directly linked to pupil attainment and fulfilling potential. Excellent attendance and a punctual start to the school day are important to all children and the smooth running of our school. Ashgrove Primary will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems which prevent this are identified and addressed quickly. It is the parents responsibility to ensure their child arrives to school and returns home safely. Ashgrove Primary is not responsible for supervising children to and from school.

Children who regularly miss school without good reason are more likely to become isolated from their peers and friends, to underachieve in examinations and or become involved in anti-social behaviours.

AIMS

1. To improve/maintain the overall attendance of pupils at Ashgrove 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.

OUR EXPECTATIONS...

- ✓ All pupils will attend school every day
- ✓ Pupils will attend school punctually
- ✓ Our pupils will attend school prepared for the day (e.g. Homework complete, PE Kit, Reading Books, Healthy Break etc)

ROLE OF PARENTS, CARERS AND GUARDIANS

Parents/guardians 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/guardian has a legal duty to ensure that they regularly attend that school.

It is a parent's/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. Parents should email school on the first day of absence to klamont306@c2kni.net Office staff will forward these to the class teacher.

This should be confirmed with an email when the pupil returns to school emailed to klamont306@c2kni.net. 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 8.55am for registration and the beginning of classes. It is the responsibility of parents/guardians to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

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.

We expect Ashgrove Primary School to...

- ✓ Provide a welcoming atmosphere
- ✓ Provide a safe and structured learning environment
- ✓ Keep regular and accurate attendance and punctuality records and monitor each individual child's attendance and punctuality
- ✓ Promote good attendance and punctuality and reduce absence through a system of reward and recognition
- ✓ Regularly inform parents/carers of the % attendance of all pupils
- ✓ Promote attendance and punctuality and reduce absence through a system of reward and recognition
- ✓ Where appropriate, inform parents/carers via school letters regarding their child's/children's poor attendance and punctuality- refer to appendix
- ✓ Act to address patterns of absence
- ✓ Ensure that every pupil has access to education to which they are entitled
- ✓ Endeavour to keep in contact with a parent where there is a prolonged absence

PROMOTING AND CELEBRATING GOOD ATTENDANCE

- ✓ Monthly Class Attendance- each month the class with the highest % attendance is recognised and rewarded- certificates are presented in Assembly
- ✓ Monthly Most Improved Class Attendance
- ✓ Monthly Individual Attendance- each month any child achieving 100% attendance will receive a House Point
- ✓ At the end of the academic year 100% Attendance Certificated will be presented at our Prize Distribution

NOTIFYING ABSENCES

From time to time children may need to be absent from school for other reasons such as medical appointments. Such absences usually **only take up part of the school day**. School should be informed of such absences in writing in advance by emailing school, and children should be brought in to school for morning registration and back to school after the appointment.

Every effort, however, should be made to arrange medical appointments outside school hours. Every day a child is absent from school equates to a day of lost learning.

100% Attendance	0 days missed	Excellent
95-99% Attendance	See above for details	Very Good- Good
95% Attendance	9 days of absence 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of absence 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 days of absence 5 weeks and 3 days of learning lost	Very Poor
80% Attendance	38 days of absence 7 weeks and 3 days of learning missed	Unacceptable
75% Attendance	46 days of absence 9 weeks and 1 day of learning	Unacceptable

EDUCATION WELFARE SERVICE

The Education Authority through the Education Welfare Service (EWS) have a legal duty to make sure that parents/guardians meet their responsibility towards their children's education. If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, 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.

UNAUTHORISED ABSENCES

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. Examples of unauthorised absences are:

- Parents/carers keeping children off unnecessarily
- Unexplained absences i.e. an absence which has not been explained to the school
- Shopping
- Looking after other children
- Birthdays
- Day trips or holidays during term time
- Truancy

HOLIDAYS DURING TERM TIME

Holidays taken during term time will be categorized as unauthorised absences. Under current guidance from DENI Ashgrove Primary may not grant leave of absence during term time unless there are exceptional circumstances. Therefore our school will only authorise holidays in line with this guidance. Exceptional circumstances will only be granted very rarely.

Parents/carers should inform the school via letter if they are going on holiday. Although we can not authorise this absence we appreciate the courtesy.

PERSISTENT ABSENTEEISM

The school will continually monitor the attendance of all pupils. In Ashgrove Primary we follow a two stage process to support pupils who are persistently absent for any reason:

1. Each month the Pastoral Care Leader will review all absences and the reasons given for those children who fall below 85% as a cumulative percentage since the beginning of the academic year. Trends in absenteeism is looked for such as improving or declining attendance from the previous month or if there are certain days of the week where individuals are absent more often. Following this analysis a range of actions may result:
 - 1A. School may phone parents to discuss the matter and offer support with a view of attendance increasing. Very often interventions at this early stage can have a positive impact on pupil attendance and no further action is required.
2. Following from the first stage if no improvement is evident the list of children whose attendance which is below 85% is discussed with the Education Welfare Officer and a referral will be discussed or agreed.

The Pastoral Care Leader will liaise with the class teacher, SENCO and other professionals if the need for support is identified.

PUNCTUALITY, REGISTERS AND LATENESS

Punctuality to school is crucial. Lateness to school causes disruption to that individuals learning and to that of other pupils in the class. It is paramount therefore that all pupils arrive to school on time.

Registers are taken by teachers at the start of the school day. Teachers must record the attendance of each child in their class on SIMS. Teachers should complete the register by 9.30am.

The following registration codes may be used:

CODE	DESCRIPTION	MEANING
\	Present: / (AM) \ (PM)	Present
A*	Artistic Endeavour	Authorised Absence
B*	Bereavement	Authorised Absence
C	Suspended	Authorised Absence
D	No reason provided for absence	Unauthorised Absence
F*	Family Holiday (agreed)	Authorised Absence
G*	Family Holiday (not agreed)	Unauthorised Absence
H*	Other Absence	Unauthorised Absence
I	Illness (not medical or dental appointments)	Authorised Absence
J*	Extended Leave	Attendance not required
L*	Late (before registration closed)	Present
M	Medical/Dental Appointments	Authorised Absence
N	No reason provided yet for absence (temporary code)	Unauthorised Absence
O*	Other exceptional circumstances	Authorised Absence
P*	Approved Activity/including learning remotely from home	Approved Educational Activity
R*	Religious Observance	Authorised Absence
S*	Study Leave	Approved Educational Activity
U*	Late (after registration closed)	Unauthorised Absence
V*	Educational Visit/Examination	Approved Educational Activity
W*	Work Experience	Approved Educational Activity
X	Only Staff should attend	Attendance not required
Y*	Exceptional Closure	Attendance not required

#	Holiday for all	Attendance not required
!	No attendance required	Attendance not required
1	Community Providers / EOTAS (organized by EA)	Approved Educational Activity
2	Exceptional Teaching Arrangement/hospital tuition (organised by EA)	Approved Educational Activity
3	Elective home education	Attendance not required
4	Pupil referral unit	Approved Educational Activity
5	Another mainstream school (under entitlement framework)	Approved Educational Activity
6	Training organisation (under EF)	Approved Educational Activity
7	FE College (Under EF)	Approved Educational Activity
8	Intensive Support Learning Unit / Shielding due to Covid-19	Approved Educational Activity
9	CAHMS / Mental Health Support	Approved Educational Activity

*The use of this code is at the discretion of the school

Present / Approved Educational Activity Codes

Attendance not required codes

Authorised Absences Codes

Unauthorised Absence Codes

A child who is late in to school will receive an 'L' code (Late) for that day. If a child does not arrive in to school an 'N' code is used. This indicates an unauthorised absence and will be recorded as such on a child's record showing that 'no reason' has been provided for the absence.

However, in on return to school where a reason is provided the N code will then be changed e.g. I for illness. If a child arrives to school late the 'L' code will be used.

ATTENDANCE EMAILS SENT TO KLAMONT306@C2KNI.NET SHOULD BE FORWARDED TO THE CLASS TEACHER WHO WILL RECORD THE APPROPRIATE CODE IN SIMS

LATENESS

Poor punctuality is not acceptable. A child arriving to school after the bell will need to enter school via the main entrance. In the case of very persistent lateness the Pastoral Care Leader will contact the parents/carers to suggest a way forward.

ILLNESS GUIDELINES

(The Information has been provided by the Health Protection Agency)

Chicken Pox	5 days absence from onset of rash
Whooping Cough	5 days absence from onset of rash
Scarlet Fever	5 days absence from onset of rash
Diarrhoea/ Vomiting	Until symptoms have settled for 24 hours
Headlice	None

A child with a heavy cold should stay at home until they are well enough to return to school.

CORONAVIRUS

"If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus infection". DENI

Ashgrove Primary School will keep a full record of such actions and request a parent / carer / guardian record their acknowledgement of this action. Refer to appendix.

We encourage all members of our school community to download the StopCOVID NI app.

School will follow the latest guidance on attendance for children and young people who have health conditions, who live with people with health conditions or who are pregnant.

Please also refer to the Blended Learning Policy.

IF A CHILD DISPLAYS SYMPTOMS OF CORONAVIRUS

1. **DO NOT** send them to school
2. Inform the school info@ashgroveps.newtownabbey.ni.sch.uk
3. The child and immediate household will need to arrange testing
4. If the test is positive follow the latest government stay at home guidance and inform school of the result
5. If all members of the household test negative, the pupil can return to school providing they are well enough and have not had a fever for 48 hours. Where an individual has had a negative result it is important to still apply caution.
6. If someone in the household tests positive, the child must stay at home for 14 days after the first person in the household became ill, seek medical advice

This guidance may change

IF A MEMBER OF STAFF DISPLAYS SYMPTOMS OF CORONAVIRUS

1. Stay at home
2. Inform school via Principal (or Vice-Principal if not available)
3. The member of staff and immediate household will need to arrange to be tested
4. If the test is positive for any household member follow the latest government stay at home guidance
5. If all members of the household test negative, the member of staff can return to school providing they are well enough and have not had a fever for 48 hours.

Where an individual has had a negative result it is important to still apply caution.

6. If someone in the household tests positive the member of staff must stay at home for 14 days after the first person in the household became ill, seek medical advice

This guidance may change

IF A CHILD TESTS POSITIVE FOR CORONAVIRUS

1. **DO NOT** send them to school
2. Inform school and follow latest government stay at home guidance
3. Members of staff from the child's class, all pupils from the child's class and siblings of pupils from the child's bubble will be sent home for 3 days
4. All those sent home should arrange a test (along with everyone in their household) and inform school of the result by emailing on info@ashgroveps.newtownabbey.ni.sch.uk
5. The classroom, toilet, cloakroom areas and other contact areas will be given a deep clean
6. If those sent home have a negative test result, along with everyone in their household, they may return to school after 3 days as long as they are not displaying symptoms. Where an individual has had a negative result it is important to still apply caution.
7. If a positive test result is returned follow the latest government stay at home guidance, seek medical advice

This guidance may change

IF A MEMBER OF STAFF TESTS POSITIVE FOR CORONAVIRUS

1. **DO NOT** go to school
2. Inform the school and follow the latest government stay at home guidance. Inform the Principal or if he is not available the Vice Principal.
3. Members of staff from the adults' class and all pupils from the adults' class will be sent home for 3 days
4. All those sent home, and everyone in each household, should arrange a test and inform school of the result
5. The classroom, toilet, cloakroom areas and other contact areas will be given a deep clean
6. If those sent home have a negative test result, along with everyone in their household, they may return to school after 3 days as long as they are not displaying symptoms. Where an individual has had a negative result it is important

to still apply caution.

7. If a positive test result is returned follow the latest government stay at home guidance

This guidance may change

IF SOMEONE IN A PUPIL OR STAFF MEMBERS IMMEDIATE HOUSEHOLD TESTS POSITIVE

1. **DO NOT** come to school
2. Inform the school and follow the latest government stay at home guidance info@ashgroveps.newtownabbey.ni.sch.uk
3. All members of the household should be tested and inform school of the result
4. If the test is positive follow the guidance for a pupil or staff member with a positive test result
5. If your individual test is negative, the pupil or member of staff still must stay at home for 14 days from the day the first person in the household displayed symptoms. Where an individual has had a negative result it is important to still apply caution.

This guidance may change

IF SOMEONE IN A PUPIL OR STAFF MEMBERS IMMEDIATE HOUSEHOLD DISPLAYS SYMPTOMS

1. **DO NOT** come to school
2. Inform school and follow the latest government stay at home guidance info@ashgroveps.newtownabbey.ni.sch.uk
3. Arrange testing for all household members
4. If all members of the household have negative results the pupil or staff member may return to school providing they are well enough and have not had a fever for 48 hours. Where an individual has had a negative result it is important to still apply caution.

This guidance may change

For a list of actions that the school will take if there is a positive case of Coronavirus, please refer to the Health & Safety Policy

ACKNOWLEDGEMENT OF ACTION SLIP

I acknowledge that my child/children _____
were sent home from Ashgrove Primary School on _____ (date)
as they had developed symptoms of Covid-19. I understand that I must follow PHA guidance and
obtain a test.

Signed: _____

Date: _____

Attendance Letter 1



Date:

ADDRESS

Dear

RE: NAME OF PUPIL AND DOB

Throughout the school year I am required to monitor the attendance of all pupils in our school. I am obliged by law to pass to the Education Welfare Officer the names of children whose attendance persistently falls below 85%.

At present (pupils name) attendance at school since September 20XX stands at XX%

The Education Welfare Officer has advised me to write to you to draw your attention to this matter. It is hoped with your support (pupil's name) attendance will increase in the coming weeks.

All staff here in Ashgrove Primary School are very supportive of (pupil name) and wish to see (him/her) achieve their full potential. If you would like to discuss how we can be of any further help please do not hesitate to contact me.

Yours Sincerely

Pastoral Care Leader



Date:

ADDRESS

Dear

RE: NAME OF PUPIL AND DOB

I wrote to you recently sharing our concerns with (pupil's name) attendance at school. Since this first review (pupil's name) attendance unfortunately has not improved. Our records show that there are XX unauthorised absences for your child.

At present (pupils name) attendance at school since September 20XX stands at XX%

Following a further review with the Education Welfare Officer I have been advised to inform you that your child has been referred to the Education Welfare Service. This is a supportive service which acts with a view to increase attendance at school enabling our pupils to reach their full potential.

All staff here in Ashgrove Primary School are very supportive of (pupil name) and wish to see (him/her) achieve their full potential. If you would like to discuss how we can be of any further help please do not hesitate to contact me.

Yours Sincerely

R Smith

Principal