



Strandtown
Primary School

Strandtown Primary School



Attendance Guide

An overview of the school policy and guide for parents

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.

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

Overview of the policy

- Pupil attendance will be closely monitored. Mrs. Hutchinson (Principal) and Mr. Ewart (Deputy Vice Principal) will check pupil attendance percentages regularly to see if action is required.
- Teaching staff regularly monitor the attendance and punctuality of pupils.
- First Response calls will be made daily if a child does not attend school.
- If attendance drops to below 85% pupils are identified as 'Persistent Absentees'. Letters from Mrs. Hutchinson will be sent to parents over a given time period. It may become necessary to invite parents to a meeting to discuss their child's attendance.
- All PA cases are also automatically made known to The Education Authority through the Education Welfare Service (EWS). Before the EWO (Education Welfare Officer) becomes involved the parents will have received 2/3 attendance letters in one school year and will be invited for a pastoral conversation with Mr. Ewart.
- EWS will support staff and parents in developing and implementing strategies to address or improve school attendance.

How Can You Help

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.

- Aim for 10 hours sleep a night for your child. This will make the following day at school easier for them to cope with.
- Make sure your child eats breakfast, it helps them stay alert at school.
- Help your child develop routines.
- Get their school bag ready the night before.
- Develop a night time routine that involves checking their homework, reading & bed.
- Pupils are expected to be in school at 8:45am for years 4 & 5 and 8:55am for years 6 & 7 for registration and the beginning of classes.
- Try & make sure that any medical/dental appointments are made for after school.
- Never take holidays in term time.
- If you know your child will be absent from school, write a note before the day of absence.
- If your child is ill, call or email the school as soon as possible on the first day of absence.
- The office will email the child's parents on the first day of unexplained absence.

- It is the parent's responsibility to inform the school of the reason for a pupil's absence. This should be confirmed with a written note when the pupil returns to school.

WE ENCOURAGE REGULAR ATTENDANCE



Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

