



St. Comgall's Primary School
23 Brunswick Road
Bangor
Co. Down
BT20 3DS



St Comgall's PS Bangor
Pupil 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.

St Comgall's PS will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

St. Comgall's Primary School

Committed to the development of each pupil's full potential in a climate of joy, challenge, co operation and celebration.

www.stcomgallsps.co.uk Twitter: [@ComgallsBangor](https://twitter.com/ComgallsBangor)
Quality Learning, Friendship For All

Aims

1. To improve/maintain the overall attendance of pupils at St Comgall's 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/carers and pupils.
4. To promote good relationships with the Education Welfare Service (EWS).
5. To support the wellbeing and needs of all children (academically, socially, morally, physically and spiritually)

Role of the School

The Principal (Mrs Cathy Hunter) at *St Comgall's PS* has overall responsibility for school attendance; supported by the pastoral Care Co-ordinator (Miss Anne Higgins (VP); *teachers/designated staff* should bring any concerns regarding school attendance to their attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at Governor meetings.

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:

<http://www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm>



Principal: Mrs Cathy Hunter
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Website: www.stcomgallsps.co.uk
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St Comgall's PS is committed to working with parents to encourage regular and punctual attendance.

Miss School Miss Out



Where **punctuality** is consistently poor, resulting in lost learning time, schools are obliged to inform the EWO who may contact parents to address concerns.

100% Attendance	0 Days Missed	Excellent
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 Missed	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 missed	Unacceptable

Attendance Awards:

Whilst attendance in St Comgall's is very good and normally above the NI Average, we still recognise pupil achievement in supporting full attendance and excellent punctuality.

Pupils receive certificates for 100% Attendance and take turns to complete Classroom Jobs to reward punctuality.



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Role of Parent

Parents have a legal duty¹ 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.

¹ Article 45(1) of The Education and Libraries (NI) Order 1986

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 normally expected to be in school at 8.45am 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.

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 St Comgall's Primary School must attend school punctually and regularly. If a pupil has been absent from school, a written note from a parent/carer must be provided to your teacher upon return. All pupils are expected to behave appropriately at school and comply with the school's Positive Discipline Policies, Rules & Routines.

Absence Procedures

All Parents/Carers are required to complete (where absence is notified/planned) an absence notification form and in all cases, provide a clear reason/written note of explanation for any absence.

Family holidays during Term Time

St Comgall's PS 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.

Procedures for Managing Non-Attendance

The Principal and Vice-Principal monitor pupil attendance monthly and, in consultation with the Staff & under the guidance of the EWO, makes contact with parent/carer(s) of children whose attendance has been irregular or absences have been unexplained or unauthorised.

Parent/Carer(s) will be contacted by telephone or in writing in the first instance.

Should matters not improve, the school will make the parent aware that a referral is being made to the EWO. The EWO will then make contact with the parent/carer and decide next steps.

Awards are available within school which encourage full attendance throughout the year.



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Education Welfare Service

Education and Library Boards (ELBs) through the Education Welfare Service (EWS) have 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.

DENI Circular 2013/09: Teaching Days and Hours of Attendance

This circular makes clear the minimum requirements for school attendance stating:

5. Schools are reminded that the minimum hours detailed below must be provided on each of the days that pupils are being taught in the classroom.

Primary Schools

6. Regulations relating to primary schools state that attendance shall mean an attendance on any day under instruction, other than in religious education, for a period of not less than:

- 3 hours in the case of a pupil enrolled in a class composed mainly of pupils who, at the beginning of the school year, had not attained the age of 8 years;
- 4.5 hours in the case of any other pupil

Pupil Wellbeing & Welfare

In some circumstances (for reasons relating to health, special educational or additional need, health & safety, inappropriate behaviour) it may be necessary to restrict a pupil's attendance at school. This will always be done in the best interests of the child/ren and with the consultation of parents/professionals as appropriate.

Other Relevant Policies:

- Positive Discipline Policy
- CCMS Scheme for Suspensions/Expulsion
- SEN Policy

Policy completed by C Hunter with guidance from **DE Circular 2015/02:**

Attendance Guidance & Absence Recording By Schools

Ratified: April 2016

Reviewed: April 2018

Date of Review: 2019-2020

Reviewed October 2019 – A Higgins / C Hunter

Next Review: 2020-21



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