



Camphill Primary 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.

Camphill 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 Mission is to create a nurturing, safe, child-centred learning environment where all children are inspired to reach their potential as independent lifelong learners and respectful, responsible citizens.

Aims

1. To improve/maintain the overall attendance of pupils at Camphill 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 Education Welfare Service.

Role of the School

The Principal at Camphill Primary School has overall responsibility for school attendance; class teachers along with the Safeguarding Team will 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 meetings on a regular basis.

Teaching staff monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning registration.

To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02.

At Camphill Primary School we are committed to working with parents to encourage regular and punctual attendance.

Attendance information is shared regularly with families through 'Termly attendance reports' highlighting the child's attendance figure in comparison to NI Attendance figures. The school website also highlights overall percentage attendance rates and encourages school attendance through the sharing of DE Attendance charts and information along with Class/Pupil Attendance award winners pictures. Pupils' attendance figure is also reported to parents as an overall percentage on their end of year school report.

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

Role of Parent/Guardian

Parents have a legal duty to ensure:

Every child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs he may have, either by regular school attendance or otherwise.

(Education and Libraries (Northern Ireland) Order 1986)

It is a parent/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence - via the school website 'absence' link, the school phone system where a voicemail message can be left or via an email 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. If school has not been informed of an absence the parent of the pupil who is absent on a given day, will receive an email informing them of their child/children's absence and to contact the school.

If on their return the school has still not been notified of their absence the pupil will be given an '**Absence Notification Form**' to take home. The parent must then complete this and return it to school. This form is also available on the school website.

Pupils are expected to be in school by 9:00am for registration. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and recorded on a child's attendance record. If a child appears reluctant to attend school this should be discussed promptly with the class teacher to ensure that both the parent and the child receives maximum support. If a pupil displays 'separation anxiety' at the start of the school day, as a school, we encourage parents to leave the school building swiftly once they have presented their child to the appropriate adult.

If a pupil has to leave during the school day for an appointment, there must be an email/ letter forwarded by the parent/guardian in advance with the pupil being signed out of school by an appropriate adult at the school office.

Role of Pupils

Each pupil at Camphill Primary School has a duty to ensure that they attend school punctually and regularly. If a pupil has been absent from school either a website form, voicemail or email from a parent/guardian must be provided to explain their absence.

Absence Procedures

After registration is taken and a pupil is not in school the school office will be informed. If the class teacher/school office has not already been informed of the pupil's absence then a message will be sent/phonecall made to the first parental

contact number asking that contact is made with the school office to explain the child's absence.

Monthly computerised checks are carried out by the office staff and any 'unauthorised' absences or regular absence patterns showing will be brought to the attention of the Principal and then to the parents and any other relevant agencies.

If your child's attendance falls below 85% in any given month parents may be contacted regarding this.

Family holidays during Term Time.

Absence arising from illness is unavoidable, however, in the interests of continuity and progression of learning, we request that you do not arrange holidays during term time. Camphill Primary School 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

- Teachers record attendance on a daily basis and are pro-active in alerting the Principal/school office to any concerns regarding attendance patterns.
- On morning 1 of being recorded as absent, if no contact has been made by the parent to the school, the school office will send a message or make a phone call to the first parental contact asking for contact to be made with school to explain their child's absence.
- After an unauthorised absence of three days or more, the parent/guardian of the child receives a phone call from the school office to enquire as to the reason for the child's continuing absence.
- A monthly computerised report of percentage attendance for each child is generated by the school office and monitored by the Principal.

- If a child's attendance falls below 85% in any given month parents may be contacted regarding this.
- If a child's attendance/lateness is bordering 85% a letter is sent from school to the parent/guardian of the child involved stating that the child's attendance rate at school is a concern and is being monitored.
- The Education Welfare Officer is contacted in cases where a child's attendance is 85% or below and is not showing improvement.

Education Welfare Service

The Education Authority through the Education Welfare Service have a legal responsibility to make sure that parents meet their responsibility towards their children's education.

Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service (EWS) will support staff and parents in developing and implementing strategies to address or improve school attendance.

Celebrating & Promoting Good Attendance

At Camphill Primary we reward good attendance. All children are encouraged to attend school. Attendance Cups and a reward is presented to the classes with the best attendance in FS/KS1 and KS2 at the end of every month; with their class photo being published on the school attendance board and school website.

At the end of each school year pupils who have received a 100% attendance figure are rewarded with a Gold certificate/sticker and pupils who receive a 99% attendance figure are rewarded with a Silver certificate/sticker during a school Assembly.



Signature - Principal: Mrs K McMaster _____ March 2026

Signature - Chair, Board of Governors: Mr H. Ballentine _____ March 2026