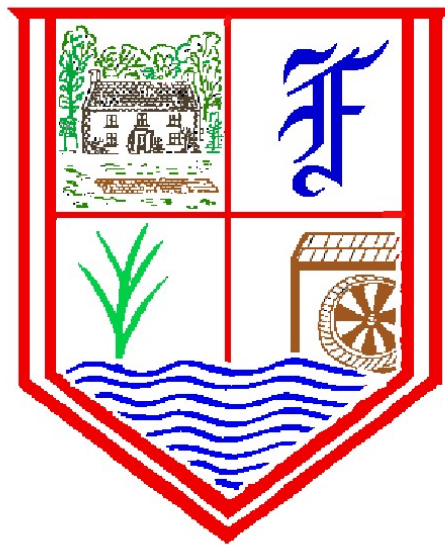


# Fairview Primary School



## Pupil Attendance Policy

**Ratified – March 2022**  
**Reviewed – September 2026**  
**To be reviewed – September 2029**

# 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.

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

Our pupil attendance record has consistently been very good and remains above the Northern Ireland average:

| YEAR    | FAIRVIEW % | NI AVERAGE % |
|---------|------------|--------------|
| 2023/24 | 94.9%      | 93.0%        |
|         |            |              |
| 2024/25 | 95.2%      | 93.5%        |
|         |            |              |
| 2025/26 | 94.7%      | 93.6%        |

We aim to ensure that all our pupils will want to attend school. We believe that this is best achieved by providing a happy, caring atmosphere, in which children can grow, mature and realise their full potential. We also believe that encouraging good attendance will help children to develop self-confidence, independence, self-discipline and a sense of responsibility for themselves. Good attendance habits established at a young age will prepare our pupils for the future opportunities, responsibilities and experiences of adult life. In these ways this policy and our procedures for the management of pupil attendance support our School Ethos.

## Core Values:

**INCLUSIVE-** Everyone is a valued and welcomed member of our whole school community

**NURTURE-** Our Fairview family cares for, supports and encourages one another

**KINDNESS-** We treat others as we would like to be treated

**RESPECT-** We show respect to ourselves, others and our environment

**EMPOWER-** We enable each other to achieve our full potential

## Mission:

Our mission is to be a nurturing, kind and respectful community where each person is valued and empowered to be the best they can be.

## Vision:

Our vision is to inspire creativity, support growth and achieve excellence through a wealth of opportunities in every student's journey.

## **The Management of Attendance**

### **Responsibilities of the Board of Governors**

The Board of Governors has the ultimate responsibility for school attendance but on a day-to-day basis this is delegated to the Principal. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school's Attendance Policy and Procedures. The Principal reports to Governors on these Matters at each meeting as a standing item.

### **Responsibilities of the Principal**

As Principal of Fairview Primary School, Mr McAllister has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to his attention. Similarly, if a child has been absent from school for 3 days without contact being made from home, the office should be made aware so a phone call can be made home.

Parents and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance by staff in both the morning and afternoon sessions via Bromcom
- Early contact with parents when a pupil fails to attend school without providing a reason. (Staff should bring it to the attention of the Principal if a child is absent without notice for three consecutive days).
- Immediate and confidential action on any problem notified to us.
- Recognition and reward for good attendance.
- Attendance provided to the EWS on a monthly basis. Pupils with low attendance i.e. 85% will be monitored and consequently may be referred to the EWS for support.
- An annual summary of the child's attendance on the final Pupil Profile in June.

### **Responsibilities of Parent/Carer**

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)**

We expect the following from our parents:

- To ensure their children attend school regularly and punctually.
- To ensure that their children arrive in school well prepared for the school day, with all necessary items and to check that homework has been completed.

- To contact the school if the absence is likely to be prolonged. This information should be provided to enable the school to assist with learning from home or any other necessary arrangements which may be required.
- To provide us with a note signed and dated explaining the absence on the day that the pupil returns to school, or a note via our messaging service (Seesaw/MCaS) upon absence from school. (A note does not automatically ensure an authorised absence).
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school. If a child appears reluctant to attend school the matter should be discussed promptly with the class teacher or Principal to ensure that both parent and child receive maximum support.
- Pupils are expected to be in school at 8:55am for registration and the beginning of classes. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and recorded on your child's attendance record.

## **Responsibilities of Pupils**

At Fairview Primary School we encourage children to take increasing responsibility for themselves.

We expect the following from all our pupils:

- That they attend school regularly and punctually.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

## **Monitoring Attendance**

The daily register is completed by the class teacher at the beginning of the morning and afternoon sessions. Attendance levels are monitored on an individual, class and a whole school basis. Records of pupils who drop below 85% attendance each month are analysed by the Principal and Vice Principal, alongside records of pupils who drop below 85% for the school year to date.

- Parents of pupils who are below 85% for two consecutive months, without a valid reason, will be contacted by the class teacher
- Parents of pupils who remain below 85% having been contacted by the class teacher will be contacted by the Principal/Vice Principal
- Should attendance not improve following the above two steps, support from EWS will be sought

Class attendance for each month is also reviewed, with top attending classes rewarded each month.

## **Appointments and Family Holidays During Term Time**

Any parent/carer wishing to take their child to an appointment during the school day should inform the class teacher in writing or via Seesaw. Pupils may be collected from the school office by a named adult and should be returned promptly to school following the appointment.

Fairview 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. During this period of absence, written work will not be provided. Staff may provide a reading book.

We understand that some of our newcomer families may need to return home for valid reasons during the school year. This should be brought to the attention of the Principal at the earliest convenience.

## **Rewarding Good Attendance & Punctuality**

We believe that it is important that pupils realise that good attendance and punctuality are acknowledged.

- All pupils who have 100% attendance at the end of the school year will receive a certificate of attendance in the following September.
- Where pupils make a significant improvement in these areas, or achieve individual targets agreed by the school and family, they will receive a note of recognition from the Principal.
- A trophy is presented to the top attending class each month, as well as the top attending Junior and Senior class, for attendance and this is shared with parents through the newsletter.
- A display with each month's winners is on show in the entrance hall.
- Any pupil with 7 years full attendance will receive a small trophy in recognition of their efforts.

## **Procedures for Managing Non-Attendance**

Where the class teacher has concerns about the level or pattern of a pupil's attendance these concerns should be discussed with the Principal. Where deemed appropriate the Principal will manage the absenteeism using the following procedures:

- The class teacher will initially discuss the level of attendance with the parents in order to agree a strategy for improvement.
- Should such contact between the class teacher and parent fail to resolve the issue, then the Principal will contact the parents to discuss the matter.
- A continued drop in attendance under 85% may lead to the school referring the matter to the Educational Welfare Service for additional direction and support.
- Parents may also seek advice and direction from the Educational Welfare Service.

## **Education Welfare Services**

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.