



EDENBROOKE PRIMARY SCHOOL ATTENDANCE POLICY

JUNE 2025

EDENBROOKE 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.

Edenbrooke Primary School will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure. Our vision in Edenbrooke is **Achieving, Believing and Succeeding Together**.

For our pupils to gain the greatest benefit from their education, it is vital that they attend regularly. Your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

Aims

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

Role of the School

- The Principal and Senior Teacher at Edenbrooke Primary School have overall responsibility for school attendance; teachers 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 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 2024/13, which can be found at the following:

www.edenbrooke-ni.gov.uk/publications/circular-202413-attendance-guidance-absence-recording-schools

- Edenbrooke Primary School is committed to working with parents to encourage regular and punctual attendance.

Role of the 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)

- 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. Parents can phone school, send an email to info@edenbrooke.belfast.ni.sch.uk or use the school app. 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 expected to be in school for registration. 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, Mrs Gilmore, or Miss Grimason, to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at Edenbrooke Primary School must attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian must be provided to your teacher when you return.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility.

Family holidays during Term Time

Edenbrooke Primary School discourages holidays during term time due to the impact on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence.

Absence Procedures/Procedures for Managing Non-attendance

Absence from school requires the parent/guardian to inform the school of the reason for absence. The school should be informed, in advance of any dental/medical appointments that necessitates a child being absent from school for part or all day. Every effort, however, should be made to arrange medical appointments outside school hours.

Where no reason is given, it is the responsibility of the class teacher in the first instance, to ascertain the reason for absence. This may be done by contacting the parent/guardian by phone, email or speaking in person. If no reason is given, the absence will be recorded as unauthorised.

The school will continually monitor the attendance of all pupils. Each half term (or more often if required) absences, and the reasons given, will be reviewed for those children who fall below 85% since the beginning of the academic year for. 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:

- School may phone parents to discuss the matter and offer support with a view of attendance increasing; and/or
- School will write to parents informing them that pupil attendance is of concern, and this will be monitored in the weeks ahead.
- If no improvement is evident, children whose attendance is below 85% will be discussed with the Education Welfare Officer and a referral will be considered or agreed.
- Parents/carers will be informed by the school when a referral to this service is made.

Education Welfare Service

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

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

The Table shows the DENI Guidance, School Attendance Matters- A Parent's Guide

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

Signature – Principal

Signature – Chair, Board of Governors

Date