



Attendance Policy

Date Approved by the Board of Governors: June 2025

Date to be reviewed by: June 2028



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 full potential.

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

Aims

1. To improve/maintain the overall attendance of pupils at Bangor Central Integrated 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.

Roles of the School

The Principal at Bangor Central Integrated Primary School has overall responsibility for school attendance. The school will designate a teacher in charge of managing attendance and teachers should bring any concerns regarding school attendance to their attention first.

The Board of Governors will provide support by reviewing school attendance figures and targets on a regular basis.

Teaching staff will regularly monitor 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 by the Department of Education Circular 2024/13, which can be found at the following link:

<https://www.education-ni.gov.uk/publications/circular-202413-attendance-guidance-absence-recording-schools>

Role of Parent

Bangor Central Integrated Primary School is committed to working with parents to encourage regular and punctual attendance.

Parents have a legal duty¹ to ensure their child/children 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 attendance or otherwise.

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 by notifying the school office. Further information can be given via email or written note. 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 between 8.45am and 9am for registration for the beginning of classes at 9am. Children arriving after 9am are marked 'L' (late) on the register. Children arriving after 10.30am will be marked with 'U' on the register, which is an unauthorised absence. It is the responsibility of parents/guardians to

ensure that their child is punctual. Lateness is recorded on your child's attendance record and will be monitored by the designated teacher in charge of attendance and parents may be contacted if necessary.

If your child appears reluctant to attend school please discuss this 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 Bangor Central Integrated Primary School must attend school punctually and regularly. If you have been absent from school an email, phone call or written note from a parent/guardian must be received.

Absence Procedures

All parent/guardians must provide a reason for their child's absences. This can be through an email, phone call or written letter. If none of these are received they must complete the absence notification form sent home by the class teacher to provide a clear reason for any absence.

If a parent/guardian needs to remove a child from school for an occasion/appointment eg: wedding, funeral, medical they must provide a written letter or email requesting this. They must complete the parent collection log file at reception on collection and this will be recorded on their child's attendance record.

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

Family Holidays during Term Time

Bangor Central Integrated 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.

Procedures for Managing Non-Attendance

Attendance is monitored 6 weekly by the designated teacher in charge of attendance. Any child whose attendance falls below the threshold of 85% will have the reasons for this checked. If there are concerns the designated teacher will make contact with the parents/guardians by telephone and this will be followed up by letter recording the school's concerns. This will also be brought to the attention of the school's Educational Welfare Officer. If a child's name appears repeatedly on the 6 weekly checks it may be necessary to hold a pre-referral meeting with the Education Welfare Officer or make a referral to the Education Welfare Service. Parents/Guardians will be notified if this is the case.

Education Welfare Service

The Education Authority (EA) 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 consistently 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.



EVERY SCHOOL DAY COUNTS –

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading.

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

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.



Give your child the best start in life – every school day counts.