

SAMPLE PUPIL ATTENDANCE POLICY (For use by schools)

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.

(Name of school) will strive to promote an ethos and culture which encourages good attendance and where each pupil feels valued and secure.

(School should also include their own mission statement)

Aims:

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

(Suggested roles – schools should provide own roles and responsibilities)

Role of the School:

The Principal has overall responsibility for school attendance; (teachers/designated staff) should bring any concerns regarding school attendance to his/her attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is a standing agenda item at each meeting.

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 accurately record and monitor attendance in a consistent way, we will adhere to the guidance provided in the Department of Education Circular 2025/09, which can be found at the following link: [Circular 2025/09 - Attendance Guidance & Absence Recording By Schools](#)

(Name of school) is committed to working with parents/guardians to encourage regular and punctual attendance.

Role of Parent/Guardian

Parents/guardians have a legal duty 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.

If a child is registered in school, their parent/guardian has a legal duty to ensure that they regularly attend that school.

It is a parent's/guardian'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.

(Each school can decide what it feels is the most appropriate way to be informed of a pupil's absence such as emails, letters, phone calls, text messages etc)

Pupils are expected to be in school at xxxx in the morning and xxxx in the afternoon for registration and the beginning of classes. It is the responsibility of parents/guardians 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.

Schools may also wish to issue links to parents and pupils highlighting some of the advertising campaigns and key messages that the Department has published:

- Give your child a helping hand
- Miss School Miss Out
- Try and Stop Me

Role of Pupils

(Schools should insert their own roles for pupils)

Each pupil at (Name of 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.

Absence Procedures

(Each school should insert own procedures for reporting absence, monitoring, medical appointments etc)

All parents/carers are required to complete the attached absence notification form which

provides a clear reason for any absence.

Family holidays during Term Time

(Name of 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

(Each school should insert own procedures for managing non-attendance)

Education Welfare Service

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

If a pupil's absence causes concern, or if their attendance falls below 85% and there is also a concern, 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.

Signature – Principal

Signature – Chair of the Board of Governors

Date