



Roe Valley Integrated Primary School

Policy for Attendance and Truancy

At Roe Valley IPS we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Roe Valley IPS is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences. School places great emphasis on this in its communication with parents.

Communication

Information on lateness, illness and absence is given to parents in the P1 Happy School book and in the Prospectus. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

At the pre-school induction meetings held each year for children about to enter Primary One the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left.

Parents are asked to share any worries their child might have in school. Sometimes little things upset children which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

Shared Education – Shared Future

Again at this initial meeting parents are asked to try to arrange their family holidays within the school holidays, rather than in term time so that their child's education is not disrupted. The Principal talks to those parents who persistently take their holidays in term time, reminding parents of the disruption to their child's education.

Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Principal. At this meeting the importance of regular attendance is highlighted along with other school routines.

Authorised and unauthorised absences are explained to parents. All parents are asked to contact school if their child is absent. This can be done by telephoning. Office staff records any messages and pass them on to the child's class teacher. This information is recorded under the headings: date, child, class, and reason for absence. Parents can alternatively send a letter to school or write in the homework diary when their child returns explaining the absence. Parents can also call into school to see the class teacher to explain an absence. (These records are kept by the class teacher.) All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the teacher contacts the parent/guardian.

Concerns

If a child is regularly late for school or is often absent then the class teacher contacts the parent concerned to have an informal discussion about this. A reminder note may be sent out by the class teacher. If this persists then the teacher registers their concern to the Principal.

Attendance records are looked at regularly, patterns of absence worked out and the Educational Welfare Officer for the school is contacted. Contact may be made by phoning if the situation needs discussing before a visit or by completing an EWO form and including a print out of an individual's registration certificate which shows the patterns of absences and lates.

The Educational Welfare Officer meets with the Principal monthly to discuss attendance issues, and to offer advice and support.

