

Rathmore Primary School



Monitoring Attendance Policy

Date Ratified:	May 2026
Date of Review:	In line with the school's schedule for policy review.

This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.

Monitoring Attendance Policy

Article 28

Every child has the right to an education

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. Rathmore 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 Rathmore 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 has overall responsibility for school attendance. The Pastoral Care Leader liaises with staff and the Education Welfare Officer (EWO) to monitor attendance. Teachers should bring any concerns regarding school attendance to her attention. The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an 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 enable our school to accurately record and monitor attendance in a consistent way we will adhere to the most recent guidance provided in the Department of Education. Rathmore Primary School is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty to ensure their child receives 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 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. 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 at 9am for registration and the beginning of classes. 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 with the class teacher to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at Rathmore Primary School must attend school punctually and regularly.

Absence Procedures

All Parents/Guardians are required to provide a written or verbal reason for a child's absence on the first day of absence. If the absence is likely to be prolonged, this information should be provided to school.

Family holidays during Term Time

Rathmore 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. Pupils who take family holidays during term time, will not have work provided by the Class Teacher.

Procedures for Managing Non-Attendance

Pupils whose attendance falls below 85% will be monitored.

Where attendance falls below 85%, the Educational Welfare Officer will advise on the action to be taken. Actions may include phone calls, meetings and/or letters to parents or referral to the Educational Welfare Service.

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 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.