



# **SCHOOL ATTENDANCE MATTERS**

## **A PARENT'S GUIDE**

At Harmony primary School we strive to provide the best education for all our children in an environment where they feel safe, happy, and able to learn.

This booklet explains how we can work together to ensure that your child attends school regularly and on time.

### **Did you know...?**

**With good attendance children develop friendships and confidence. They achieve well academically and develop good habits for life. But most of all...  
CHILDREN ENJOY SCHOOL.**

## **What does the school do to encourage good attendance?**

We monitor attendance closely and attendance levels are displayed monthly. Attendance achievements are celebrated during assemblies. Prizes include class certificates & a class treat.

On termly basis 100% attendance is recognised with a certificate awarded in assembly. At the end of the academic year 100% attendance is rewarded with prizes, trophies, and certificates.

Concerns around attendance are identified and support is put in place to improve attendance as early as possible.

## **When should your child attend school?**

School is open 190 days a year and it is expected that every child attend school every day.

Term dates, bank holidays and staff training days are published for the year ahead in newsletters and published on our Facebook page.

### **(Harmony Primary Parents Group)**

The school day begins at 8.45am and finishes at 1.45 for P1-P3 (Monday to Friday) and for P4-P7 it starts at 9am and finishes at 3pm (Monday-Thursday) with a 2pm finish on a Friday.

**Being 15 minutes late everyday = almost 50 hrs of school missed every year!**

## **What should I do if my child is ill?**

If your child is too ill and unable to attend school, please send a message to your child's class teacher on Seesaw or phone the office before 9.30am. Please state the reason for absence and when you expect your child to return to school. You may be asked to provide medical evidence.

## **What should I do if my child is reluctant to come to school?**

If your child appears reluctant to come to school, parents should discuss the matter promptly with the class teacher or Principal to ensure that they and their child receive maximum support.

## **Remember**

Non-emergency appointments should be made out of school hours. Proof of all medical appointments will need to be shown to the school.

**Getting out of school 15 minutes early = 50 hrs of learning missed every year!**

**Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED . This is why information about the cause of any absence is always required**

**Unauthorised absences are those which the EA does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings.**

**Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointment which unavoidably fall in school time, emergencies or other unavoidable cause.**

**Any absence from school whether authorised or unauthorised affects the child's percentage attendance. E.g. if a child misses any part of the school day for an appointment they will not receive 100% attendance.**

### **What about religious events?**

Please inform us in writing if your child will be absent for a religious observance. This should not happen on any more than two occasions per school year.

### **What about holidays during term time?**

Harmony Primary School discourages holidays during term time due to the impact they have on pupil's learning. Family holidays taken during term time will be categorised as an unauthorised absence.

## Education Welfare Officer

If your child's attendance is unsatisfactory or not improving despite support from the school, a referral to the EWO is made. The EWO may write to you or ask to meet with you at home or at school to discuss these difficulties. The EWO will then agree a plan of action with you to improve your child's attendance. This may involve further support in school or involvement from other agencies such as health or social care.

## The law

Parents have a legal duty to ensure that their child receives an education suitable to his/her age ability.

<b>100% Attendance</b>	<b>0 Days Missed</b>	<b>Excellent</b>
<b>96% Attendance</b>	<b>9 Days of Absence 1 week and 4 days of Learning missed</b>	<b>Satisfactory</b>
<b>90% Attendance</b>	<b>19 Days of Absence 3 weeks and 4 Days of learning Missed</b>	<b>Poor</b>
<b>85% Attendance</b>	<b>28 Days of Absence 5 Weeks and 3 Days of Learning Missed</b>	<b>Very Poor</b>
<b>80% Attendance</b>	<b>38 Days of Absence 7 Weeks and 3 Days of Learning Missed</b>	<b>Unacceptable</b>
<b>75% Attendance</b>	<b>46 Days of Absence 9 Weeks and 1 Day of Learning Missed</b>	<b>Unacceptable</b>

# ATTEND TODAY ACHIEVE TOMORROW

