



# Attendance Policy

## Schedule for Developing, Monitoring and Review Policy

**Approval by the Board of Governors:**

September 2025

**The implementation of this  
Policy will be monitored by:**

SLT  
Pastoral Care Co-Ordinator

**Monitoring and Reviewing:**

Triennially, and as required following any  
change to provision.

Glengormley Integrated Primary School aims to ensure that every child will want to attend school. This will be achieved by creating a warm, welcoming and secure atmosphere where all children will feel valued, and a stimulating and accessible curriculum delivered in a physically clean, bright and attractive environment.

The school has a good record of attendance, which it aims to maintain. An overall level of 96% attendance is the realistic target. This reflects our belief that children are most likely to reach their full potential if they attend school regularly and on time. However, we also recognise that a number of factors can inhibit attendance at any time including illness and exceptional circumstances.

YEAR	ATTENDANCE
2022/23	93.44%
2023/24	94.17%
2024/25	94.94%

### **Responsibilities:**

#### **Pupils:**

Pupils should arrive to school no earlier than 8.50am (unless booked into Breakfast Club) when the playground gates open and staff are supervising the playground. The school bell rings at 9am and any children arriving after this time, should enter via the front doors and report to the main school office.

#### **Parents:**

Parents have a legal duty to; *"Ensure that children have an efficient education suited to their age, aptitude and any special educational needs"* Article 45 of the Education and Libraries Order 1986.

Parents of children at Glengormley Integrated Primary School are therefore asked to contact the school office or the class teacher on Seesaw message on the first day of absence and inform the school the reason for absence and expected length of absence. Please confirm this with a written note or via Seesaw when your child returns to school. This allows us to know that your child is safe and accounted for should they not be at school for any reason.

Children are expected to be in school at 9.00am for registration. It is the responsibility of parents to ensure that their child is in school on time. Lateness is recorded at registration and is recorded on your child's attendance record. Whilst it is "better late than never" it is "better never late". Hospital, GP and dental appointments should be arranged outside of school hours if possible. When this is not possible, parents should inform the child's class teacher or the school office in advance and advise the time, duration of appointment (approx.) and if the child is returning to school after the appointment.

Whilst it is recognised that holidays provide great experiences for your children and are often cheaper during school term time, please be aware that we are unable to authorise them (except in exceptional circumstances, as discussed with the principal) and your child will be marked as absent during their time away. The school will not provide any work for your child to do whilst they are away. When a child is ill, you should take advice from your child GP. Further advice from the Public Health Agency is found here - <https://www.publichealth.hscni.net/sites/default/files/2019-11/Do%20I%20need%20to%20keep%20my%20child%20off%20school.pdf>

### **Principal**

The Principal will have overall responsibility for dealing with attendance issues and the teaching staff will bring any such issues to his attention. Parents are encouraged to liaise with school staff in the event of any attendance or punctuality concerns that they may have. The Principal will meet with an Education Welfare Officer on a termly basis to discuss pupil's attendance and in particular those that fall below the expected standard of 85% (28 days). If a child's attendance falls below 85% without reasonable explanation, parents will be informed that an EA Education Welfare Service referral will be made. The allocated EWO will then get in touch with the parent/s to discuss the attendance concerns in detail and together agree a positive strategy to improve their child's attendance in consultation with the school. This referral will remain open until such times as the EWO believes their threshold to close the case has been met. Further details about school attendance can be found in the DENI publication "School Attendance Matters, A Parent's Guide" available to download and read here - <https://glengormleyips.co.uk/wp-content/uploads/2022/09/Attendance-Policy.pdf>

**Teaching Staff**

Class teachers will regularly monitor the attendance and punctuality of children by correctly marking the SIMS register twice a day and will identify children with irregular attendance patterns. They will aim to speak to your child firstly if they are concerned and will provide further support to your child if they are returning to school following a long absence. They will remind children to ensure absence notes are supplied. They will further promote class attendance through the curriculum and will endeavour to recognise improvements in attendance. If for any reason your child appears reluctant to attend school, please bring the matter firstly to the teacher's attention and allow our staff to help support you and your child.

**Office Staff:**

Our office staff will undertake to record any messages from parents regarding their child's expected absence or lateness and will support teachers by contacting parents for which no explanation of absence has been received. Office staff will maintain the role of weekly monitoring the SIMS attendance record for the children which are managed by classroom staff on a daily basis. The records will be kept in accordance with the guidelines issued by the Department of Education which are available upon request.

**Board of Governors**

The school's Board of Governors will provide support by reviewing the school's attendance each year.