

**St.Patrick’s P.S. Mullanaskea Children’s Attendance Policy**

Date Ratified: Feb. 2023

To be Reviewed by Board of Governors: February 2024

Signed by………………………………………………………………………

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**Aim:**

St.Patrick’s P.S. Mullanaskea endeavours to ensure that good attendance is a high priority. Good attendance is essential to ensure continuity within the child’s academic work.

**Methods Used to Collate Attendance:**

* Daily roll sheets passed to each class.
* Each class teacher calls the roll and if child is absent the letter ‘n’ is inserted.
* Letter ‘n’ not cleared until notification has been received from parent stating reason for child’s absence.
* Audit records kept about attendance.
* Overall Record inserted into School Development Plan annually.

**If Poor Attendance Occurs:**

* Close liaison with EWO
* Close liaison with parent to support and encourage good attendance

**Ways to Support Attendance:**

* Each child’s attendance is printed on his/her annual school report.
* Rewards provided for complete year attendance.
* Complete overall school attendance.

**This policy is fully cognisant of Circular 2020/’08 and its Addendum 2020/’08. It provides guidance to schools on managing pupil attendance in the context of COVID 19. See attached**

**Supporting children in school through the COVID 19 Crisis**

St. Patrick’s Mullanaskea is committed to ensuring the safety and wellbeing of all its students.

St. Patrick’s Mullanaskea will continue to be a safe place for all children to attend and flourish. The Principal, Ms O’Neill will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St. Patrick’s Mullanaskea will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow advice from the Public Health Agency on handwashing and other measures to limit the risk of spread of Covid-19.

St. Patrick’s Mullanaskea will ensure that where we care for children of key workers and vulnerable children on site, appropriate support is in place for them.

**Physical, Mental and Emotional Health and Wellbeing of Pupils & Staff**

St. Patrick’s Mullanaskea understands that negative experiences and distressing life events, such as those that may lead to the need to self-isolate at home and school closures, can affect the mental health of pupils and their parents. The school will provide additional wellbeing resources to parents.

For children returning to school after a period of absence, staff will be aware of the possible effects that this period may have had on pupils’ mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, you help identify where support may be needed.

Where possible, St. Patrick’s Mullanaskea will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time. When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children’s and adult’s mental health. The staff of St. Patrick’s Mullanaskea will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures. At St. Patrick’s Mullanaskea, we are committed to supporting the positive mental health and wellbeing of our whole school community (children, staff, parents & carers). We recognise that mental health and emotional wellbeing is just as important to our lives physical health.

At St. Patrick’s Mullanaskea, we endeavour to ensure that children are able to manage times of change and stress. We aim to ensure that the children are supported to reach their potential or access help when they need it. We also have a role to ensure that children learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues, and where they can go if they need help and support. At St. Patrick’s Mullanaskea, we take a whole school approach to promoting positive mental health, aiming to help children become more resilient, happy and successful and to work in a proactive way to avoid problems arising. We do this by:

* Creating and applying consistent ethos, policies and behaviours that support mental health and resilience, and which everyone understands
* Helping children to develop social relationships, support each other and seek help when they need it.
* Promoting self-esteem, and ensuring children understand their importance in the world.
* Helping children to be resilient learners and to manage setbacks
* Teaching children social and emotional skills and an awareness of mental health.
* Identifying children who have mental health challenges and planning support to meet their needs
* Supporting and training staff to develop their skills and their own resilience
* Developing an open culture where it’s normal to talk about mental health.

We promote a mentally healthy environment through:

* Promoting our school values and encouraging a sense of belonging
* Promoting pupil voice and opportunities to participate in decision-making
* Celebrating academic and non-academic achievements
* Promoting opportunities to develop a sense of worth through taking responsibility for themselves and others.
* Promoting opportunities to reflect

Supporting and promoting mental health and wellbeing of staff is an essential component of a healthy school. At St. Patrick’s Mullanaskea we promote opportunities to maintain a healthy work life balance. Staff are supported pastorally and have access to enriched opportunities.

We believe that all staff have a responsibility to promote positive mental health and to understand the protective and risk factors for mental health

**The Promotion of Healthy, Respectful Relationships including the use of Language, Behaviours and Consent**

The school promotes healthy relationships in all of its practices and policies. Healthy relationships are manifested by how we treat each other through our use of tolerant language, appropriate behaviours and consent. This pervades through all of school life including at extra-curricular activities, school trips, class time, play time and at other social events such as dinnertime in the canteen. This value set is also appropriate when children are online. Any contravention of these basic rules is considered disrespectful, and reminders will be constantly issued on how to be the appropriate.

Each week at assembly, examples of good behaviours are promoted and rewarded through the Pupil of the Week Certificate as well as by the Principal in her weekly address to the staff and children. This transcends to all classes where each staff member reiterates these values. School policies reflect this and are shared accordingly with the parents and Governors.

**Operation Encompass**

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognise that children’s exposure to domestic violence is a traumatic event for them.

When the police have attended a domestic incident and one of our pupils is present, they will make contact with the school at the start of the next working day, to share this information with a member of the safeguarding school. This will allow the school safeguarding team to provide direct or indirect support to this child and family.

This information will be treated like any other child protection information as per DE Circular 2020/07. It will only be shared outside of the safeguarding team on a proportionate and need to know basis. All members of the safeguarding team will complete the online Operation Encompass training, so they able to take these calls. Any staff responsible for answering the phone will be made aware of Operation Encompass and the need to pass these calls on with urgency.