

Attendance

The aims of the attendance policy in our school are to :

- Encourage pupils to attend school regularly and punctually.
- Share the promotion of school attendance amongst all in the school community.
- Inform the school community of its role and responsibility as outlined in the Act.
- Identify pupils who may be at risk of developing school attendance problems.
- Ensure that the school has procedures in place to promote attendance/participation.
- Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- Identify and remove, insofar as is practicable, obstacles to school attendance,

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily in accordance with Department of Education and Skills circulars, The Rules for National Schools and any guidance received from Tusla Educational Welfare Services.
- Parents or guardians are contacted when attendance becomes a concern or a child reaches twenty days absence.
- Pupil attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:
 - Tusla, Educational Welfare Services.
 - The Education Welfare Officer
 - The Board of Management

Punctuality

School is open from 9.00 a.m. and children are required to be in their classrooms not later than 9.20 a.m. All pupils and teachers are expected to be on time. Pupils who arrive late are required to report to the office, where the time of arrival and the reason for lateness are recorded. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under the Education Welfare Act, to report children who are persistently late, to Tusla, Educational Welfare Services.

Recording Absence

Attendance is taken and recorded by the class teacher during the first forty minutes after formal instruction begins. Pupils' who are absent, are marked absent on the school's online attendance management system by the class teacher and this provides the basis for information transfer to Tusla, Educational Welfare Services as required by the Education Welfare Act 2000.

Guidance for Parents

Section [(21) (9)] of the Act states that: "a pupil's absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the

school is involved". The school principal cannot authorise a child's absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils' absences must be communicated in writing, by parents/guardians to the school and will be recorded by the school. To facilitate this pages are provided in the homework diary for parents to enter absence details. If a child is absent, when the child returns to school this written note explaining the absence should be presented to the class teacher. The reason for absence is then recorded according to category by the school. Where no explanation is provided this is recorded by the school as an unexplained absence.

On occasions where pupils need to leave the school during the day, for appointments, family reasons or illness the parent is required to sign the pupil out at the office. Pupils will not be allowed to leave unless a parent/guardian is present or has contacted the school to identify an alternative adult who is collecting the child on their behalf. Where pupils return to school following a brief absence parents are required to sign them in.

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance.
- Notifying the School if their children cannot attend for any reason.
- Working with the School and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support school attendance;
- Discussing planned absences with the school.
- Refraining, if at all possible, from taking holidays during school time
- Showing an interest in their children's school day and their children's homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children, a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Pupils

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

A strategy for promoting good school attendance

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Skills guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- A reward system for promoting good attendance at school is in operation.
- The assistance of the Education Welfare Officer will be utilised.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff

Class Teacher

The class teacher will:

- Ensure the roll is called and recorded on a daily basis.
- Keep a record of explained and unexplained absences.
- Promote a reward system for pupils with exceptional attendance.
Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Record/Communication

Subject to the restrictions of the Data Protection Act attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we receive written notification of transfer.

Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school, if requested, once enrolment has been confirmed.

Implementation, Monitoring and Review

This policy was ratified/reviewed by the Board of Management on 14th April 2018. It will be reviewed again as required and at latest April 2020.