

Attendance Policy

Introduction

Following collaboration among staff, a suitable school policy on attendance was decided upon in partnership with Board of Management and Parents' Association

Rationale:

With the introduction of the Welfare Act in relation to attendance and an overall desire for improved attendance, the need for such a policy was identified.

Relationship to Characteristic Spirit of the School:

In co-operation with parents, we strive to help each pupil achieve her full potential, and so we will promote a positive attitude towards good attendance and punctuality.

Aims:

- A positive attitude among children, towards coming to school
- To discourage non-attendance for trivial reasons
- To ensure all absences are explained by means of a note from parents/guardians

Guidelines and Procedures:

- Individual teachers encourage good attendance and all absences are explained with notes, written by parents in the homework journal.
- Good attendance is encouraged at whole school Assemblies and is acknowledged at the end of the school year.
- Pupils are expected to be punctual.

1. Record – Keeping

- Attendance records are kept through roll-books

- Teachers are responsible for recording attendance
- Teachers are responsible for recording absences and retaining notes to inform Principal re: frequent absentees
- Roll numbers are emailed by class teachers to the office daily
- When a pupil enrolls in our school, from another school, a letter of transfer is sent to the pupil's former school.
- A pupil's name is removed from the roll if she has been absent for twenty days.
- The Principal must be informed before a pupil's name is removed from the roll.
- Parents will be informed by note/phone if absences are persistent/unexplained
- Parents receive a letter of notice from the school if a child has been absent for 20 days. Procedure for reporting to the Educational Welfare Board is explained and improved attendance is encouraged.
- Certificates with gold star are awarded to pupils for full attendance and silver star for 99% attendance.

- Homework journals should be used to correspond with parents/teachers
- Parents are informed immediately (by the principal or school secretary), if for some reason a child “runs away / leaves” the school during school hours. Circumstances surrounding the “departure” to be documented by teacher/Principal.
- Attendance is recorded on Pupil Report at the end of the school year.

2. Encouraging Attendance:

- Parents should be informed of law in the Welfare Act regarding pupils who are absent for 20 days or more. They should be notified if there is a concern regarding their attendance and if the child has missed a large number of days.
- Principal is informed by teachers re: non-attendees or frequent absentees.

- Absences are available on office computer and a hard copy is also kept on file. Where a pattern, or significant number, of absences exists, the principal contacts the family and/or the Education Welfare Officer.

3. School Hours:

- School opening hours are 8.55 a.m. to 2.40 p.m.
Breaks to be 10.30 – 10.40a.m. and 12.30 – 1.00 p.m.
- Following staff meeting calendar is communicated to parents at the beginning of each school year

4. Punctuality:

Children are complimented for punctuality and requested to explain the reasons if or when they are late

5. Children at Risk:

- Class teacher brings these children to the attention of Principal.
- Parents to be contacted/ consulted re: absences
- The Principal will consult with parents and/or relevant agencies as appropriate.
- Child Protection Guidelines policy is adhered to

6. Reporting Attendance levels:

- Individual teachers calculate attendances. This information is communicated to Principal and passed on the Board of Management.

Action Plan:

- Parents are informed about attendance policy and encouraged to ensure their children are attending school and also that the children are punctual.

- Parents are advised at the beginning of the school year, to take family breaks and holidays to coincide with the school calendar.
- It is school policy that homework is not organised by the teacher for absentee pupils.

- Board of Management will oversee the implementation of the policy.
- School ensures it will adhere to law governing school attendance (20 days etc)
- Teachers encourage attendance and inform Principal and parents of persistent absences.
- School Organisation – individual class rolls are kept by teachers and numbers are emailed to the office weekly
- Outside Organisations: National Educational Welfare Board (NEWB), Health Service Executive (HSE) etc

Success Criteria:

- Good attendance means that aims which have been outlined are achieved
- Teachers will notice more continuity within school curriculum
- Effective policy making and implementation highlighted by improved overall school attendance
- Assessment of success through staff feedback
- Co-operation of parents in implementing the policy

Roles and Responsibility:

Development: whole-staff “input” into policy. Parents are informed of such policies within school.

Reviewed: October 2012

Responsibility for Review:

- All members of staff
- Parents Committee
- B.O.M.

Ratification and Communication:

Policy ratified by B.O.M before communication to parents and staff.

Signed; _____

Chairperson Board of Management

Date _____