

St Daigh's N S

School Attendance Policy

The aims of the attendance policy in *St. Daigh's N.S.* are to:

- (1) encourage pupils to attend school regularly and punctually.
- (2) share the promotion of school attendance amongst all in the school community.
- (3) inform the school community of its role and responsibility as outlined in the Act.
- (4) identify pupils who may be at risk of developing school attendance problems.
- (5) ensure that the school has procedures in place to promote attendance/participation.
- (6) develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- (7) identify and remove, insofar as is practicable, obstacles to school attendance
- (8) ***School Completion Programme*** to help with resources in developing good 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.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:
 - TUSLA
 - TUSLA/***School Completion Programme Officer***
 - The Board of Management

Punctuality

School is open from 9a.m. and children are required to be in their classrooms not later than 9.10 a.m. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Act, to report children who are persistently late, to TUSLA.

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/guardians inform the school of such arrangements.

Reasons for pupils' absences must be communicated by parents/guardians to the school and will be retained by the school. To facilitate this, it is preferable that such communications are made via Aladdin messaging service. These communications will form a record stored on the Aladdin IT System which may be inspected by the TUSLA on a visit to the school. The school may contact parents/guardians when an explanation for the child's absence is not received by the school.

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/guardians support and approve of 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 the school, preferably in writing, 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 special reward system is ongoing, for promoting good attendance at school. Attendance certificates are presented at each monthly school assembly.
- The assistance of the ***School Completion Programme 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 (on the Aladdin IT system) is maintained in accordance with regulations.
- Inform the ***School Completion Officer***/TUSLA:
 - 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/guardians of a decision to contact the TUSLA of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents/guardians and staff

Class Teacher

The class teacher will:

- Maintain the school roll-book on the Aladdin IT System in accordance with procedure.
- A record of explained and unexplained absences will be stored on the Aladdin IT System.
- Contact parents/guardians in instances where absences are not explained.
- Promote a reward system for pupils with exceptional attendance. Nomination of pupils for Attendance Certificates at monthly school assembly.
- 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

This School Attendance Policy has been reviewed and is effective from 20th October 2021.

Review Timetable

This policy will be reviewed in 2 years' time and amended as necessary by means of a whole school collaborative process.

Ratification & Communication

This policy was ratified by the Board of Management on 20th October 2021.

Michael M'Arroll Terence M. Lysell

20/10/2021