

**SCOIL IOGNÁID DE RÍS**  
**STEPHEN STREET**  
**KILKENNY**



**Attendance Policy**

## Introduction/Rationale

The Education Welfare Act 2000 necessitated updating our school's attendance policy. The main factors contributing to our revised policy were:

- (a) The changing fabric of society and the changing attitudes to Education.
- (b) The role of the National Education Welfare Board/Tusla.
- (c) Legislative requirements under the Education Welfare Act 2000.

## School Ethos

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of the children is paramount.

## Aims and Objectives

The revised policy is geared towards:

- Encouraging full attendance where possible.
- Identifying pupils at risk.
- Promoting a positive learning environment.
- Ensuring compliance with the requirements of the relevant legislation.

## Promoting regular attendance

The school will endeavour to promote good attendance by:

- Creating a safe, welcoming environment.
- Ensuring children are happy.
- Displaying kindness, compassion and understanding.
- Being vigilant so that risks to good attendance, such as disadvantage, bullying etc. are identified at an early stage.
- Rewarding good attendance with certificate at the end of the year awards.
- Ongoing awards for attendance eg. best class attendance.

## Roles and Responsibilities

### Role of Parents:

- Parents will make every effort to ensure that children attend school punctually and regularly.
- Inform the school in **writing** as to the reason for any absence from school.
- Parents will also inform the school in **writing** when collecting a child during the school day. The parent or designated person collecting the child, will sign him out at the secretary's office. If returning to school the child will be signed back in again.

- Parents to inform the principal if a specific family member is not allowed to collect the child.

### **Role of Teacher**

The teacher will:

- Record attendance daily on Aladdin.
- Keep all notes from parents regarding reasons for absences (notes to be dated).
- Send home a reminder when a note has not been received to explain absence.
- Keep the Principal informed of children who:
  - (i) Miss five consecutive days or more.
  - (ii) Have a pattern of missing one or more days a week.
  - (iii) Are regularly late or talking half days or being collected early.

### **Role of the Deputy Principal**

The Deputy Principal has responsibility for maintaining the Leabhar Tinreamh. She registers each child on his enrolment and removes the child's name from the register when the child has transferred to another school – indicating where the child has moved to. This is not done until written confirmation has been received that the child is registered in another school.

She also has responsibility for calculating who the best attenders are in each class, so that they can be rewarded with certificates/medals at the end of year Awards Ceremony. The class of 1959 sponsor the certificates, medals and trophy presented.

### **Role of the Principal**

At the Open Night in June for incoming 2<sup>nd</sup> class pupils and in his letter to all parents in September the Principal will emphasise the importance of regular attendance and punctuality. He will inform parents of the necessity to send in a note for each absence and remind them of the Education Welfare Act and its implications.

When the Class Teacher reports children whose attendance is of concern, the Principal will contact the parents expressing concern. A meeting between parents and Principal may be arranged if deemed necessary.

When a child is absent for 15 days a letter will be sent to the parents informing them of his obligation to report the child's absence once he misses more than 20 days. When a child is absent for more than 20 days another letter will be sent informing the parents the matter has been reported to Tusla.

The Principal and the school secretary make returns to the N.E.W.B. (Tusla) three times during the school year.

The National Education Welfare Board (Tusla) is informed if:

- (a) A child is expelled.
- (b) A child is suspended.
- (c) A child has missed more than 20 days.

### **Transfer to another school**

Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.

When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

This Draft Policy was discussed by the Board of Management and ratified on 08/11/2016.