



ATTENDANCE POLICY

Scoil Choca Naofa

The aims of the Attendance Policy 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 Education Act, 2000
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. To identify and remove, insofar as possible, obstacles to school attendance

Scoil Choca Naofa will ensure that:

- The importance of school attendance is promoted throughout the school
- Pupils are registered accurately and efficiently
- Pupils attendance is recorded daily
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated
- Pupil attendance and lateness are monitored
- School attendance statistics are reported as appropriate to
 - The Educational Welfare Services of The Child and Family Agency
 - The Board of Management

Punctuality:

School starts at 9.00a.m. Official teaching time begins at 9.15. 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 Education Welfare Act to report children who are persistently late, to The Educational Welfare Officer

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, the parents should inform the school of such arrangements.

Reasons for pupils' absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should be in the



Homework Diary or on a separate sheet of paper. If a child is absent when s/he returns to school a parent/guardian should give/send a written note to the class teacher which contains the child's name, the dates of absence and the reasons for absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school. The school will contact the parents/guardians when a written explanation 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 (**APPENDIX 1**)
- Working with the school and Education Welfare Services to resolve any attendance problems (**APPENDIX 2**)
- 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 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 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 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
- 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 teachers
- They are responsible for passing school correspondence to parents, on the specified day

School Principal:

The school principal will:

- Ensure that the school registers 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 days or more during the course of the school year through a quarterly report submitted to the Educational Welfare Services
 - 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

- Maintain the ONLINE roll book in accordance with procedure
- ONLINE roll note is made of explained and unexplained absences
- Contact parents in instances where absences are not explained in writing (**APPENDIX 1**)
- 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 pupils

Our Strategy for Promoting Good 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 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 according with DES guidelines
- Internal communication procedures are in place to inform teachers of the special needs of pupils
- A special reward system - Attendance Certificate for Excellent Attendance – (less than three absences) (three or less absences) - will be presented each year
- 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 (**APPENDIX 1**)



APPENDIX 1:

The Education Welfare Act (2000) requires that an explanation for any absence is sent to the school. Your daughter was absent on the _____ and no note was received by the class teacher. Could you please complete and return the following tomorrow:

<p>My child _____ was absent from school on _____</p> <p>because _____</p> <p>_____</p> <p>Signed: (parent/guardian) _____ Date: _____</p>
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APPENDIX 2:

Procedure for reporting to the Education Welfare Services of the Child and Family Agency:

1. Parents are informed annually – newsletter – about statutory requirement re: children's attendance at school. They are also informed of the school's requirements vis-à-vis notes to explain absences etc. A standard note is sent home for parents to complete where no note (oral explanation) has been furnished.
2. Class teacher records absenteeism on Aladdin and, on receiving note from parent/guardian, records the reason for the absence.
3. Notification re: children with 20 or more days of absence is forwarded to Education Welfare Services in Quarterly Reports
4. Schools are obliged by law under the Education Welfare Act, 2000 to submit reports on school attendance to the Education Welfare Services. In line with Educational Welfare Services guidelines, where there is cause for concern over a student's attendance for whatever reason, and in spite of all efforts at resolution made at school level and in collaboration with the home, a formal written and signed Referral should be made to the Education Welfare Services. Parents are informed that report has been made.



Scoil Chóca Naofa

Kilcock, Co. Kildare

Dear Parent

In compliance with the Education Act it is now mandatory for the Principal of a school to forward the names of any child who has missed 20 or more days in a school year to the National Education Welfare Board. We have submitted our quarterly return for end of _____ 201_.

Your child _____ has now missed 20 days or more and _____ name has been forwarded to Educational Welfare Services of The Child and Family Agency (Túsla)_who may contact you to discuss the reason for frequent absenteeism.

Yours sincerely,

Linda Daly (Principal)

Scoil Chóca Naofa, Kilcock, Co. Kildare
Tel: 01 628 7967
Email: Scoilchoca.ias@eircom.net
Web: www.scoilchoca.ie

Scoil Chóca Naofa, Cill Chóca, Co. Chill Dara
Fón: 01 6287967
Ríomhphoist: Scoilchoca.ias@eircom.net
Web: www.scoilchoca.ie