

St. Nicholas' N. S. Adare

School Attendance Policy

Aims

- To encourage pupils to attend school regularly and punctually
- To share the promotion of school attendance amongst all in the school community
- To inform the school community of its role and responsibility as outlined in the Education Welfare Act 2000
- To identify pupils who may be at risk of developing school attendance problems
- To promote good attendance and participation
- To develop, subject to available resources, link between the school and families of pupils who may be at risk of developing attendance problems
- To identify and remove, insofar as it is practicable, obstacles to school attendance

The school will, to the best of its ability,

- Highlight the importance of school attendance and promote this within the school
- Pupils are registered accurately and efficiently
- Record pupil attendance daily (using Aladdin since September 2017)
- Contact parents or guardians when reasons for absence are unknown or have not been communicated with the school
- Monitor pupil lateness and absences
- Report school attendance statistics as appropriate to;

The Board of Management

The Education Welfare officer

Tusla – NEWB

Punctuality

School is open from 09:00 and pupils are required to be in their classrooms not later than 09:20. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late.

Guidance for Parents

Reasons for pupils' absences must be communicated in writing by parents/guardians to the school and will be retained in school. To facilitate this, such communications should be on the 'absence notes' sent home at the beginning of each year or by e-mail to the school e-mail address. These notes and e-mails will form a record which may be inspected by the

Education Welfare Officer. Parents will be reminded regularly that a written explanation for absences is required by the school.

Parents/Guardians can promote good school attendance by;

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

Pupils

- Pupils should be aware of the requirement to attend school regularly
- Pupils should inform their teacher if there is a problem that may lead to their absence
- Pupils should be encouraged to pass on written notes from their parents regarding absences
- Pupils are encouraged to pass on notes handed out in school to their parents in a timely fashion

Our strategies 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 pupils.
- Support is provided for pupils who have special educational needs, are in place in accordance with DES and SESS guidelines.
- 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 teacher of any concerns regarding the attendance of any pupil.
- The principal teacher and deputy principal will also monitor school absences on Aladdin.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve attendance.
- Pupils will be praised for punctuality and good attendance – this will be done by the class teacher and also in morning assembly by the principal teacher.
- The number of absent school days will be recorded on each pupil's annual school report in June.
- Parents will be contacted if there are concerns regarding lateness and/or school attendance.
- Letter will be sent to parents to inform them if their child is approaching 15 days of absenteeism – positively stating the importance of good attendance.
- Letter will be sent to parents if a pattern of late arrival or early collection to school emerges – positively stating the importance of coming to school on time.
- Certificates of attendance will be awarded during assembly at the end of each term for pupils who have missed 3 days or less.
- Incidental stickers and certificates will be awarded by teachers for good attendance and improvement in attendance.

School Principal and Deputy Principal

The school's principal teacher and deputy principal teacher will;

- Ensure that the school register is maintained in accordance with regulations.
- Check that the roll is taken daily and entered on Aladdin.
- Inform Tusla/NEWB
 - If there are any concerns regarding a pupil's attendance.
 - When a pupil has been absent for 20 days or more days during the course of the school year.
 - If a pupil has been suspended for a period of six days or more.
 - When a pupil's name is removed from the school register.
- Inform parents of a decision to contact Education Welfare Service of concern regarding their child's attendance

- Inform parents in writing when their child has been absent for 20 days or more and this information has been reported to Tusla
- Promote the importance of good school attendance among pupils, parents and staff.

Class teachers

The class teacher will

- Take a roll call daily and enter on Aladdin
- Keep a record of explained and unexplained absences
- Give absence notes to the school secretary for filing
- Promote good school attendance among his/her pupils
- Inform the principal teacher of any concerns regarding the attendance of any pupil.

Record/Communication

Subject to the restrictions of the Data Protection Act, attendance, behaviour and academic records of the pupils who transfer to another primary school will be passed on to the principal teacher of the other school as soon as written confirmation of transfer has been received. Attendance, behaviour and academic records of pupils transferring to St. Nicholas' N.S. will be sought from the previous school once a pupil has been enrolled and is attending this school.

The transfer of information relating to secondary schools is dealt with through the Pupil Passport.

St. Nicholas' N.S. uses Aladdin to record information about pupils including absences, late arrivals and early collection. The principal teacher and deputy principal have access to this information.

Ratified by the Board of management on : 18/10/2017

Chairperson: *James Clarke*

Principal: Margaret Brickenden