

# **ATTENDANCE POLICY**

## **Statement of Strategy for School Attendance**

**[Your Child's Right to Education\*]**

**Scoil Naomh Pádraig Ballyroan Dublin D 16XK80**

**Roll Number: 19114T**

## AIMS:

Section 22 (1) of the Education Welfare Act 2000 describes the Statement of Strategy as:

***“ a statement of the strategies and measures it proposes to adopt for the purposes of fostering an appreciation of Learning among students attending that school ,and encouraging regular attendance at school on the part of such students”***

In light of the above statement the aims of the attendance policy in Scoil Naomh Pádraig are to:

- Encourage our pupils to attend school regularly and punctually.
- Provide a warm and welcoming atmosphere to encourage our pupils to attend school regularly and punctually.
- Share the promotion of good school attendance amongst all in the school community.
- Inform the school community of its role and responsibility as outlined in the Act.
- Identify pupils who may be at risk of developing school attendance problems.
- Ensure that the school has procedures in place to promote attendance/participation.
- Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- Identify and remove, insofar as is practicable, obstacles to good schoolattendance,

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 by letter/note when reasons for absences are unknown or have not been communicated or when absence has reached twenty days or more. [See sample letter at Appendix A]
- Pupil attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:
  - The Education Welfare Board/TUSLA
  - The Education Welfare Officer
  - The Board of Management.
  - The Parents Association

## PUNCTUALITY

Scoil Naomh Pádraig opens at 8.50 a.m. We expect all children to be on time for school. In the unlikely event of pupils being consistently late we will work with the parents/guardians and pupil with a view to improving the child's punctuality.

## **GUIDANCE FOR PARENTS/GUARDIANS**

- Section 21(9) of the Education Welfare Act 2000 provides that a pupil's absence can only be authorised by the Principal where the child is involved in activities organised by the school or in which the school is involved. The Principal cannot authorise a child's absence for holidays during term time. If parents choose to take their children from school when the school is open it is essential that the school is informed in writing of any such arrangements. We strongly request of parents/guardians that they do not remove their children from school to take holidays when the school is still open.

Reasons for pupils' absences must be communicated by parents/guardians to the school and a record of same will be retained by the school. When a child is absent, his/her parents/guardians should give/send a written note to the class teacher containing the child's name, the dates of absence and the reason for the absence. These notes will form a record which may be required by the Education Welfare Officer on a visit to the school.

The school will contact parents when an explanation for a 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.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Working with the School and Túsla [Education Welfare Service] to resolve any attendance problems (Ref: "Developing the Statement of Strategy for School Attendance 2015 ")
- Making sure their children understand that their parents support/ 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 of the reasons for absence from school.
- Ensuring, insofar as is possible, that children's appointments (with dentists, doctors etc), are arranged for times outside of school hours.

### **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 Board will strive to ensure that the atmosphere and spirit of the school is warm and welcoming to all members of the school community
- 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-esteem 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.
- The school will positively acknowledge students with good attendance during the school year.- certificates will be presented twice a year at assembly for full attendance and a trophy will be given with full attendance at the end of each school year. [See Appendix B]
- The assistance of the Education Welfare Officer will be sought when appropriate.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal and deputy 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 is maintained in accordance with regulations.
- Inform the Tusla/NEWB/Education Welfare Officer:
  - 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 of a decision to contact the NEWB/ 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 school roll-book via Aladdin Data System in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absences are not explained.
- Promote a reward system for pupils with exceptional attendance.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal /Deputy 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, as soon as notification of transfer has been received.

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 as part of the child's Education Passport.

## **Ratified by Board of Management on**

\***Your Child's Right to Education**' was ratified by Board of Management on\_\_\_\_\_,  
revised and will be reviewed in \_\_

## **APPENDIX A – Sample Letter to Parents/Guardians**

--.---.2016

**Re: Attendance – Notification of absences to Tusla.  
[\*\* Child's Name\*\*] Room No.**

Dear Parents/Guardians,

In accordance with 'Educational Welfare Act 2000' and our school policy 'Your Child's Right to Education', I wish to advise that your child's absences, explained or otherwise have now reached        days to date.

In circumstances where your child's absence has resulted from holidays taken during term time, please retain a copy of flight tickets in the event that an officer from the NEWB/TUSLA makes contact with you. Prolonged absences due to injuries, hospital stays etc should be explained by a medical cert. A note, telephone call or a visit to the school is sufficient for short term illnesses.

Should you wish to discuss your child's attendance with me, please do not hesitate to contact the school office. Requests for appointments can be made by telephone at (01) 4946566.

Thank You,

---

Máire Mc Hugh

Principal and Secretary to the Board of Management Scoil Naomh Pádraig.

APPENDIX B – School CERTIFICATE

Educational Welfare Services,  
Child and Family Agency

**TÚSLA**

An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

**Certificate  
of Merit**

**This certificate  
is awarded to**

\_\_\_\_\_

in recognition of unbroken school attendance

for the period \_\_\_\_\_ to \_\_\_\_\_

at Scoil Naomh Pádraig, Ballyroan, Dublin 16. D 16XK80

this day \_\_\_\_\_

Principal

*Patmasitici*  
Educational Welfare Service

