

School Attendance Policy

Scoil Náisiunta Cill Richill
Kilrickle N.S.
Roll No: 16293H



The aim of the Attendance Policy in Kilrickle National School 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 The Education Welfare Act 2000 (amended by the Child and family Agency Act 2013).
- 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.

Kilrickle National 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, appropriate to:
 - Educational Welfare Board.
 - The Educational Welfare Officer
 - The Board of Management

Punctuality:

School is open for 9.10 a.m. and the children are required to be in their classroom no later than 9.20 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 Education Welfare Act 2000 (amended by the Child and family Agency Act 2013) and the Education Act, 1998 Act, to report children who are persistently late, to the Education Welfare Board.

Guidance for Parents:

Section [(21) (9)] of The Education Welfare Act 2000 states that:

"a pupil's absence can only be authorized by the Principal when the child is involved in the activities organized by the school or in which the school is involved."

The school principal cannot authorize a child's absence for holidays during school time. However, it is essential that parents 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, there are detachable absence notes in the back of pupil's homework journals as such communications should not be simply written into the homework diary. Alternatively, reasons for absences should be written on a separate piece of paper.

If a child is absent, when the child returns to the school s/he should give/send the written note to the class teacher which contains the child's name, the dates of absence and the reason for the 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 parents when a written 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.
- Working with the School and Education Welfare Service to resolve any attendance problems;
- Making sure their children understand that 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 in writing of the reasons of absence from school.
- Ensuring, insofar as possible, that the 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, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.
- The school also informs all parents of the implications of non-attendance as per the *Education Welfare Act 2000*. This information is disseminated by a school letter at the beginning of the year and written reminders of such are sent home during the year if necessary. Parents of new children are informed on enrolment.

Pupil Responsibilities:

- 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 promptly passing on absence notes from parents, on the specified day.

A Strategy for Promoting Good School Attendance:

The Board of Management of Kilrickle N.S are 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 & Science guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- 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.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

Responsibility of the Principal:

The School Principal will:

- Ensure that the school register 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 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 Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

Responsibility of the Class Teacher:

The Class Teacher will:

- Maintain the school roll-book in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absences are not explained in writing.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Record / Communication:

Under Section 20 of the Education (Welfare) Act (2000) but subject to the restrictions of the Data Protection Act 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.

Communication with other schools:

- When a child transfers from Kilrickle National School to another school, the schools records on attendance (if necessary), academic progress etc... will be forwarded on receipt of written notification of the transfer school.
- When a child transfers into Kilrickle National School confirmation of transfer will be communicated to the child's previous school, and appropriate records sought
- Pupils transferring from Kilrickle National School to a post primary school will have their records forwarded on receipt of confirmation of enrolment.

The school maintains communication with local pre-schools and second-level schools in order to make the transition for pupils as easy as possible.

Evaluation:

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through Leabhar Rolla records and statistical returns.
- Positive parental feedback
- Teacher vigilance & feedback.

References/Resources:

- Statement of Strategy for School Attendance (Staffroom)
- <http://www.tusla.ie/services/educational-welfare-services/>
- <http://www.tusla.ie/services/educational-welfare-services/school-attendance-strategies>

Ratification of Policy:

This policy will be reviewed by the Board of Management every two years.

This policy was adopted by the Board of Management on 09.03.2018

Signed: 

Chairperson of Board of Management

Date: 22.02.2023

Signed: 

Principal

Date: 22.02.2023

Date of next review: February 2025