

Our Lady of the Wayside NS Kilternan



School Attendance Policy

Introduction:

There is a very strong tradition of good attendance in Our Lady of the Wayside N.S.

However, we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school.

Rationale:

This policy was drafted for the following reasons:

- The Board of Management wishes to comply with legislation, such as:
The Education Act, 1998
The Education (Welfare) Act, 2000
- The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.

Aims:

- To foster an appreciation of learning by having good attendance practices.
- To foster good attendance practices for the child's future.
- To comply with requirements under the Education Welfare Act 2000.
- To raise awareness of the importance of school attendance.
- To identify pupils at risk of leaving school early.
- To enhance the learning environment where children can make progress in all aspects of their development.

- To ensure compliance with the requirements of the relevant legislation.

Defining and Recording Non-Attendance:

- The school attendance of individual pupils is recorded on the Aladdin System on a daily basis.
- Class attendance is recorded daily in the Leabhar Tinrimh (Attendance Book) on the Aladdin System.
- The annual attendance of each individual pupil is also recorded, together with information provided in enrolment forms (Pupils' name, gender, PPS Number, Date of Birth, Nationality, Religion, Student ID Number (POD)
- A child is expected to attend each day.
- The roll is called each day by 10.00 am. Any pupil not present at this time will be marked absent for that day. If they arrive later, there is provision for this to be recorded, also on Aladdin.
- A letter is requested from parents explaining absences in accordance with the Education Act 1998. This letter (or pink form should be sent in with the child when he/she returns to school after being absent).
- All explanatory notes from the parents are kept in a file in the secretary's office.
- The category of absence is also identified.
- If a child misses a half-day a verbal or written explanation is required.
- If a note isn't forthcoming the class teacher will request a note via the child's homework journal / or orally.

Roles and Responsibilities:

- All staff must implement this policy and be extra vigilant so that children at risk are identified early.
- Class teachers call the roll daily by 10.00 a.m. They ensure that the Aladdin System is filled out fully daily.
- The class teacher ensures that there is a written explanation for absences.
- The class teacher watches for patterns of attendance and records any noticeable drop in regular attendance. If a child has poor attendance they speak to the parents.
- If informal discussions fail to work the Principal will formally speak to the parents.
- The Deputy Principal maintains the Leabhar Tinrimh daily on the Aladdin System.
- The Deputy Principal should be vigilant about recurring absences.

- The Deputy Principal maintains the school register.
- The secretary makes returns to the National Education Welfare Board and the Principal keeps the Board of Management informed on attendance.

Reporting to the National Education Welfare Board:

“A parent is obliged to cause a child between the ages of 6 and 16 to attend at ‘a national school or other suitable school’ on each day that the school is open for instruction”. Section 17 of the Education Welfare Act 2000.

Reasons for absence are recorded and reported to the National Education Welfare Board through an online system, quarterly.

An annual report is also submitted not more than six weeks following the end of the school year detailing the overall level of attendance at the school during that school year.

A school is obliged to inform the Education Welfare Officer when:

- A child is expelled
- A child is suspended
- A child has missed more than 20 days.

If there is a difficulty with punctuality or poor attendance:

- The class teacher will talk to the parent informally about the matter.
- If there is still no improvement the class teacher will inform the principal.
- The Principal will formally meet the parent outlining that the Board of Management of the school will be informed about the poor attendance, and/or the Welfare Board office will be contacted.
- The NEWB will be contacted regarding any child who has missed 20 days or more. The Education Welfare Officer and Principal will work together to support families of children with particularly poor attendance.

Promoting Attendance:

- We promote good attendance by creating a safe and welcoming environment and ensuring children are happy.
- By displaying kindness, compassion and understanding.
- By being vigilant so that risks to good attendance such as disadvantage, bullying, etc. are identified early.
- Through ongoing praise to attendance.

- Class teacher will highlight good attendance in the classroom.
- At the initial meeting of parents of any new pupils, the Principal will speak about the importance of good attendance.
- With older children we have discussions about improving time keeping.
- The calendar for the coming year is published annually in June and is available on our school website. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.
- Please note that in the interest of health and safety of the children, parents are reminded that external doors are closed at 9.00 a.m each morning.

Procedures in relation to the Removal from Register/Transfer from another school:

The school is aware that *'A principal may only remove a pupil's name from a school register where they have been informed that the child has been enrolled in another school or when the Welfare Board notifies them that the child has been registered by it as in receipt of out-of-school education'*

Transfer to another school:

Where parents remove a child from a school the Principal is obliged to give them and the new school a certificate stating the child's record of attendance and absences in the school, the last class the child attended, and any other relevant information pertaining to the education of the child when the school requests it.

Transfer from another school:

When Our Lady of the Wayside receives a new student, the Principal will notify the Principal of the child's last school attended, that the child is now registered in our 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/she considers appropriate.

Communication:

- Parents who fail to send in a letter of explanation of absence will be contacted first by the class teacher and then by the Principal.
- It is the responsibility of the school to report to NEWB should the child reach 20 days absence. The Principal should also inform the parents of this.
- A report from the school is sent to the National Education Welfare Board as required.

A copy of the policy will be given to members of staff, Board of Management, and available to parents to view on the website or in the school. The main points will be communicated regularly in the Newsletter.

[Links to other policies:](#)

Code of Behaviour

Child Protection Guidelines

Enrolment Policy.

[References:](#)

Don't Let your Child Miss Out – NEWB 2004

Education Welfare Act 2000

Section 29 Education Act

“Empty Desks “– C.D.U. Mary Immaculate

Education (Welfare) Act 2000:

Education (Welfare) Act 2000:III;22.1

Education (Welfare) Act 2000:III:21.4

Education (Welfare) Act 2000:III; 20.5

Education (Welfare) Act 2000:III; 20.5

Education (Welfare) Act 2000:III;20.3

Education (Welfare) Act 2000: III;22.5

This policy was formulated in October 2011

Ratification

This policy was ratified by the Board of management in May 2016