

# **School Attendance**

## **Introductory Statement:**

This policy was formulated in July 2010 during a staff summer course.

## **Rationale:**

This policy has been formulated to comply with the Education Welfare Act (2000) 22, 21(6) and to promote a positive attitude to school attendance.

## **Aims:**

1. To achieve good attendance throughout the school
2. To ensure that children reach their full potential through maximum attendance
3. To promote the educational benefits of maximum attendance among pupils and parents
4. To promote punctuality in attendance

## **Relationship to the Characteristic Spirit of the School:**

Our school aims at promoting the full and harmonious development of each individual pupil: intellectual, physical, cultural, moral and spiritual. Through regular and punctual attendance at school children have an opportunity to develop to this full potential.

## **Guidelines:**

The following guidelines are in place to promote regular and punctual school attendance:

- We reward students with full school attendance records at the end of every term with a certificate to be presented at assembly
- We endeavour to identify at an early stage students at risk of developing school attendance problems
- We monitor students who are regularly absent and make contact with parents where concerns arise
- A record is kept of absences
- The importance of full attendance is regularly highlighted to parents
- A copy of the attendance policy will go home in the infant pack
- As per stipulation in the Education Welfare Act (2000) parents must notify the school if a child is absent. This notification, and reasons for the absence, should be given to the school in writing on the child's return to school. This note should not be written in the homework journal as they are required to be retained by the school. Cumulative absences of 20 days or more in any given school year will be reported to the Education Welfare Board in accordance with the requirements of the legislation.
- Teachers retain notes of explanation on file until the year end. The notes of any child who has reached 20 days absence will be passed to the principal, who in turn will inform the Education Welfare Board. The other notes will be destroyed.
- Attendance records are kept in the school by the Deputy Principal and a return is filed to the Education Welfare Board annually.

## **Success Criteria**

Attendance levels are monitored from year to year.

## **Date for implementation**

Implementation with immediate effect.

**Date for review**

2013

**Ratification and communication**

This policy will be communicated to all parents at a meeting in September 2010 and a hard copy will be sent to all families.

This policy will be included for distribution in the infant pack annually.

This policy was ratified by the board on 1.09.2010

Signed:

**Mr. Dan Scannel**

Chairperson