St. Seachnall's NS

Attendance Policy

**Attendance Policy**

**Introduction:**

This policy has been compiled to maintain high levels of attendance in St Seachnall’s NS and to comply with the requirements of theEducation Welfare Act 2000

**Rationale:**

The main factors contributing to the formulation of the policy are:

1. The changing fabric of society
2. The role of the National Education Welfare Board
3. Legislative requirements such as the Education Welfare Act 2000
4. Changing attitudes to education

**Aims and Objectives:**

The policy is geared towards

* Encouraging full attendance where possible
* Identifying pupils at risk
* Promoting a positive learning environment
* Enabling learning opportunities to be availed of
* Raising awareness of the importance of school attendance
* Fostering an appreciation of learning

**Roles and Responsibilities:**

* All staff have an input into the implementation of the policy. Overall responsibility for *An Leabhar Rolla* and *An Leabhar Tinrimh* is part of the role of the Deputy Principal. All children attending and data on parents are recorded in the *School Register*.
* At each class level one teacher is responsible for the accurate daily recording in *An Leabhar Rolla* of individual levels of attendance and total levels at the end of each quarter in accordance with Departmental rules and regulations.
* Each class teacher is also responsible for placing attendance records on the school’s database system, *Databiz* and categorizing each absence as per the categories used by NEWB. The information on the database is used to make returns to the NEWB. Such returns are the responsibility of the Principal or Deputy Principal.
* A note from parents/guardians is required to cover each absence and these are dated and retained by class teachers until the end of the year when they are transferred to the school office.

**School Strategies:**

* Parents are asked to give the reason for a child’s absence in writing whenever an absence occurs
* Traditionally, school attendance is strong in our school and has not been adversely affected by social changes. However, staff remain vigilant so that at-risk students are identified early. At- risk students can be categorised as those who miss more than 5 days in a 20 day period without an accompanying note of explanation from parents/guardians. Appropriate contact takes place between school and parent/guardians either via letter or note in the homework diary when this occurs. A meeting between parents and Principal may be set up if deemed necessary. Absences of more than 20 days are reported to the NEWB.

**Communication with other Schools**

* When a child transfers from St. Seachnall’s NS to another school, his/her records on attendance, academic progress etc are forwarded on receipt of written notification of the transfer.
* When a child transfers into St. Seachnall’s NS confirmation of transfer will be communicated to the child’s previous school, and appropriate records sought.

**Communication with Parents**

Parents are made aware of the requirements of the NEWB relating to absences of more than 20 days per school year. This is listed among the School Rules in the Pupils’ Journal and is also conveyed to parents via the weekly Thursday Note. Parents of new children are informed of the requirements on enrolment.

**Promoting Attendance**

The school promotes good attendance by

* Creating a safe and welcoming environment
* Being vigilant so that risks to good attendance such as disadvantage, bullying, etc. are identified early
* Good Attendance may be rewarded with certificates and in the case of one hundred per cent attendance during the school year appropriate educational prizes and recognition at assembly.

**National Education Welfare Board**

The Education Welfare Board is informed if:

1. A child is expelled
2. A child is suspended
3. A child has missed more than 20 days

The NEWB is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.

**Evaluation:**

The success of the Attendance policy is measured through

* Maintenance of high attendance levels
* Teacher feedback
* Parental feedback

**Implementation/Ratification and Review:**

The plan was ratified by the Board of Management on 11th September 2007 and amended on 5th June 2013.

Review date: September 2015.