

# Pupil Attendance Policy

Signed: \_\_\_\_\_  
(Principal)

Signed: \_\_\_\_\_  
(Chair of Board of Governors)

Date: \_\_\_\_\_

## **Rationale**

Children in Naíscoil & Gaelscoil Éadain Mhóir must attend school on a regular basis. This policy is set out in order to ensure that children attend school and access high quality education. Should a child be absent the following policy and procedures must be followed.

## **Aims**

In Naíscoil & Gaelscoil Éadain Mhóir we aim to see all children attending school on a regular basis. We follow this policy in order to encourage parents to ensure that their child attends school whenever possible Attendance will be monitored closely. We also hope that this policy will explain clearly all procedures that we have in place in school should a child be absent.

## **Links with other policies**

Child Protection policy

Anti-bullying policy

Pastoral Care policy

Teaching and Learning policy

## **Procedures**

- Breakfast club starts at 8.15am every day. All children are welcome to attend.
- School gates open at 8.15am every morning. Senior management start at 8.30am (Principal / Vice Principal / Senior Teacher) All other teachers will be in school from 8.45am.
- All children go to school playground when they arrive at school when weather permitting. If it is raining children go directly to school hall. Rang 1 and Rang 2 children are brought to their classroom at 8.45am by assistant. Naíscoil children attending breakfast club are brought to their classroom at 8.50am by assistant.
- School starts promptly at 9am every day.
- Registration will be completed in class each morning by the class teacher.
- If a teacher is absent for one day the School Secretary will go to the class and complete registration.
- If a teacher is absent for more than one day the ICT Co-ordinator will provide the Substitute teacher with a code and password for SIMS which can be used to allow them to complete registration. The School Secretary will be available to provide advice and support where needed.
- Registration opens at 9am.
- Should a child arrive between 9 - 9.15am they will be registered as “late after registration opened”. The class teacher will mark this.
- If a child arrives after 9.15am they should go directly to the school office where the school secretary will register the child as “late after registration closed”.

- Should a child be absent the school should be informed of the reason for their absence as soon as possible by telephone or by completing an absence note. This must be returned to the class teacher within 5 days of returning to school. If a parent rings the school the Secretary will record the reason for absence on-line so that the teacher is also aware of the reason provided.
- The reason for the child's absence will be recorded by the school secretary and forwarded to the class teacher.
- We recommend that holidays are not taken during the school term. A full list of school holidays will be made available to all families at the beginning of September.

### **Appointments**

If your child needs to see the dentist, doctor or other health professional, please try to schedule the appointment outside school hours. We recognise that this is not always possible and ask that if your child needs to leave school early to attend an appointment, that you call with our secretary at the school office.

### **Extra-Curricular Activities**

We delight in celebrating the diverse achievements of many of our pupils in sporting activities, Irish dancing, Speech & Drama, Cheer-leading and many other activities. We recognise that once or twice a year, some children may have to attend drama / music exams or special competitions and that it is unavoidable to keep these outside of school hours. In these instances, please write a short note to your child's teacher explaining their absence or if they are due to return to school later that day.

### **Family holidays**

Should a parent decide to take a family holiday during the school year they must inform the Principal, in writing, of the dates on which the child will be absent. This letter must be submitted to the principal before the child leaves on holiday so that the holiday can be authorised.

### **Awards for Attendance**

In our school we have some systems in place to encourage good attendance. Each term the class with the highest attendance rate is rewarded with a small treat which they can choose eg trip to local park or a cinema afternoon in class. We present children with full attendance with a certificate at the end of June. We do however believe that attendance is the responsibility of the parent and not the child. We also recognise that some children may not be able to attend school regularly due to medical reasons and ask parents to confirm this by providing a letter from their GP where appropriate.

### **Punctuality**

It is very important that your child arrives at school on time each morning. The school day begins at 9am. Children who arrive late often become distressed as they have missed out on their play choices (in Rang1/2) or on the introduction to the first lesson of the day, in older classes. In order to facilitate working parents, we accept

children from 8.15am and ask that parents respect this flexibility by not leaving children to school before this time.

The school day finishes at the following times:

Rang 1 @ 2.15pm

Rang 2 @ 2.15pm

Rang 3-7 @ 2.50pm

Please try to be punctual at home-time, as children often become distressed when they are not collected on time. School staff have daily planning commitments / meetings which have to be delayed if they are supervising children who have not been collected on time. We appreciate that on occasion, we all get held up or stuck in traffic. Please give us a ring and let us know that you are running late.

### **Partnership with Parents / Educational Welfare Officer**

We aim to work in partnership with parents on the issue of good attendance / good punctuality and ask that you inform us if there are particular reasons why your child is often absent from school. The Educational Welfare Officer visits the school once per term and asks to see records of attendance for all children and in particular those whose attendance rate has fallen below 85%. The EWO is also interested in speaking with us about any unexplained absences; therefore it is important that you send a note to your child's teacher explaining all absences on your child's return to school.

If a child is being brought to school late or collected late on a regular basis, we may need to speak to the EWO or Social Services regarding the issue.

We thank you the parents of our school for your efforts in ensuring good attendance and good punctuality to date and hope that we can improve upon our current record in the coming year.

Please read this policy carefully and the Department of Education flyer.

As DE have said:

### **'Every School Day Counts! Miss School = Miss Out**

This procedure will be closely monitored by the School Principal. Attendance related information will be available to the Senior Management Team and the Education Welfare Officer.

### **Review**

This policy will be reviewed when necessary by the School Principal.