

**SCHOOLATTENDANCE POLICY**

Rationale:

The aims of the attendance policy in BunscoilChríost Rí 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 Act. (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, The 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 punctuality is monitored.

● School attendance statistics are reported as appropriate to:

● TusLa Child and Family Agency

● TusLa Child and Family Officer

● The Board of Management

● Parent’s Association

**Punctuality**

School is open from 8.20 a.m. and children are required to be in their classrooms not later than 8.45 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 Act, to report children who are persistently late, to the TusLa Child and Family Agency..

**Guidance for Parents**

Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the

school is involved”. The school principal cannot authorise 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. If a child is absent, when the child returns to school s/he should give/send a 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 TusLa Officer on a visit to the school. The school may contact parents when a written explanation for the child’s absence is not received by the school.

**Recording and Reporting:**

The school attendance of individual pupils is recorded daily on the Aladdin System. Class attendance is recorded daily in the Leabhar Tinrimh ( Attendance Book ). The annual attendance of each pupil is recorded in the Clár Leabhar ( Register ), together with the information provided in enrolment forms.

**Roles and Rsponsibilities:**

**School Principal**

The School Principal will:

● Ensure that the school register of pupils is maintained in accordance with regulations. ● Inform the Tusla Child and Family Agency:

● 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.

● Inform parents of a decision to contact Tusla with concerns regarding a pupil. ● Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

**Deputy Principal**

The Deputy Principal will have direct responsibility for the maintenance of attendance records, registers, statistics and returns.

School attendance trends, statistics and records are regularly monitored in conjunction with the principal, deputy principal and the Tusla Child and Family Agency Officer

**Class Teacher**

The class teacher will:

● Record pupils’ daily attendance on the Aladdin System.

● Keep a record of explained and unexplained absences.

● Contact parents in instances where absences are not explained in writing.

Promote a reward system for pupils with exceptional attendance.

Encourage pupils to attend regularly and punctually.

● Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

**Parents 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 Tusla Agency 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 for absence from school. ● Ensuring, insofar as is possible, that 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.

**Pupils**

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 passing school correspondence to their parents, on the specified day.

**A strategy for promoting good school attendance**

The Board of Management is 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 & Skills guidelines.

● Internal communication procedures are in place to inform teachers of the special needs of pupils.

● A special reward system will be introduced for promoting good attendance at school. ● Certificates of full attendance will be highlighted appropriately each year. ● The assistance of the Tusla 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.

● Efforts will be made to facilitate pupils’ attendance by providing assistance with transport when possible.

**Record/Communication**

Subject to the restrictions of the Data Protection Act attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we receive written notification of transfer. Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school, if requested, once enrolment has been confirmed.

Date of next policy review: February 2022

Signed on Behalf of the Board of Management:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Denis Bohane Eoin Fitzpatrick Chairperson Board of Management Principal

**Date: 15th February 2021**