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Gurraneasig N.S.

Kilbritten,

Co. Cork

# School Attendance Policy

## Whole School Plan

***Quite simply, children cannot learn if they are not at school.***

## ***Aims***

The aims of the Attendance Policy in Gurraneasig N.S. are to:-

1. encourage pupils to attend school regularly and punctually
2. share the promotions 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.
- Pupil's are registered accurately and efficiently.
- Pupil's attendance is recorded daily.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupils' attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:
  - The Education Welfare Board (Tusla)
  - The Education Welfare Officer
  - The Board of Management

## ***Punctuality***

School is open from 09:15a.m. and children are required to be in their classroom not later than 09:30a.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 Education Welfare Board.

### ***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 pupil’s absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should not be in the homework diary, but on a separate page or sheet of paper. If a child is absent, when he 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 Education Welfare Officer on a visit to the school. The school will contact parents when a written explanation for the child’s absence is not received by the school.

### ***Parents / Guardians can promoted 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 Education Welfare Service 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.
- 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 school related 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.

### ***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 with accordance with Department of Education & Skills Guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- 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.

### ***School Principal***

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Educational Welfare Officer:
  - If a pupil is not attending school regularly.
  - When a pupil has been absent for 20 days or more days during the course of a school year
  - If a pupil has been suspended for a period of six or more days.
  - When a pupil's name is removed from the school register.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents & staff.

### ***Class Teacher***

The class teacher will:

- Maintain the school roll-book in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact Parents in instances where absences are not explained in writing.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

**Ratified by Board of Management on \_\_\_\_\_**  
**Date**

**Signed \_\_\_\_\_**  
**Chairperson, Board of Management**