



Infant School, Mourne Road, Drimnagh, Dublin 12
School Attendance Policy

Regular attendance by pupils at school is key to educational attainment and success and must be actively encouraged within the school environment. Our school aims to foster a culture of regular attendance at school for all pupils – furthermore we seek to identify and support those pupils who are experiencing problems with attendance at school. Formal and informal structures are in place in our school to monitor, report and evaluate patterns of non-attendance amongst pupils. The provisions of the Education Welfare Act (2002) inform and support the policy on attendance in the Infant School.

EDUCATION (WELFARE) ACT 2000

The following extracts taken from the above act are binding on all schools:

'The parent of a child shall cause the child concerned to attend a recognised school on each school day.....'

'Where the child is absent from the school at which he or she is registered during part of the school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the code of behaviour prepared by the school ..notify the principal of the school of the reasons for the child's absence.....'

'The Principal of a recognised school shall cause to be maintained in respect of each school year a record of the attendance or non-attendance of each student on each school day of each student registered at the school.....'

'A record maintained shall specifywhere a student fails to attend, the fact of his or her failure and the reasons for such failure.....'

'A record shall be maintained where the aggregate number of school days on which a student is absent from a recognised school during the school year is not less than 20.....'

To comply with this Education Welfare Act the following procedures will be respected in the Infant School:

- A note/medical certificate must be sent to class teacher explaining reason for absence *for part or whole of any school day*. All absences must be accounted for.
- These notes/certificates will be kept on file as record of absences.
- Any student who is absent for more than 20 school days (irrespective of reason) will be reported to National Education Welfare Board.

Monitoring School Attendance and Reporting Absences in the Infant School:

- Individual pupil attendance is recorded electronically daily as per circular 0033/2015
class roll call 10-10.15am

A pupil will be marked either present or absent at the time of roll call and where a pupil subsequently arrives after the roll call this will be entered as a late ie absent due to being late.

- Regular School Attendance is actively promoted, praised and rewarded.
- Pupil Absence from school is monitored by class teacher and by the teacher with responsibility for attendance as deemed appropriate.
- Parents are notified as early as possible of any concerns regarding non-attendance in an effort to remedy the situation. In cases where pupil has missed **10 days** a letter will be sent to parents to alert them about the matter and after 15 days parents receive a text message informing them that DP will arrange a meeting.
- All absences must be explained with a written note or medical certificate to class teacher. The class teacher will retain these notes/certificates for inspection (notes will be held on file for the school year in which they pertain to). All absences, for part or whole of any school day, must be accounted for. It is the responsibility of the parents to inform the teacher in writing about all absences.
- In situations where despite all efforts, a child's attendance at school does not improve, a referral will be made to the NEWB.
- In the event of a pupil transferring to another school - a comment on attendance is included on the pupils school report.

Role of Parents:

- According to the Education Welfare Act, parents/guardians are charged with the responsibility of ensuring that their child attends at a recognized school until they are 16 years of age or have completed three years post-primary education.
- The responsibility for attendance at school lies ultimately with the parents/ guardians.
- Parents are urged to co-operate with the school to ensure that their child's education is unhampered. .
- Parents are urged not to take family holidays during school term as this may have a detrimental effect on students' performance in school.

Punctuality:

- **In the case of pupils whose punctuality is a source of ongoing concern - parents will be notified.**

It is our hope that the development of this policy will lead to improved attendance and punctuality on behalf of all our pupils and significantly contribute to their over all education.

Guidelines for Teachers in Dealing with Pupil Absences in the Infant School

- 1. All absences from school are recorded electronically on the Aladdin system each morning.**

Note:

following 20 consecutive absences the Principal /DP will be informed and the pupil will be removed from the roll on the electronic system on the next school day

The pupil will be re-entered should they return to school

- 2. Where a pupil is absent for one or more days a note from parents explaining the absences must be given to class teacher, it is the responsibility of the parents/guardian to give notice in writing to the teacher – teacher will keep these notices on file for the entire school year. These notes may be requested by the Officers of the Education Welfare Board in cases where absences are being investigated by the Board.**
- 3. In cases where a pupil has accumulated absences of 10 days in a school year, a letter will be sent to parents by post (a) alerting parents of the accumulated absences and (b) informing parents that the child may be brought to the attention of the Education Welfare Board after 20 days absence(C) Where a pupil has accumulated absences of 15 days in a school year Parents receive a txt and are asked to meet with DP. This letter is intended to highlight the issue for parents and to impress upon them the need to keep all absences to a minimum.**
- 4. All absences are monitored and the teacher with responsibility for Attendance shall note the children with 20+ absences and shall submit as directed by the NEWB.**

- 5. Parents of children with attendance concerns are encouraged to speak with class teacher or the Principal /DP about the matter. Every effort will be made by the school to support families with difficulties around attendance.**
- 6. In cases where there are ongoing medical concerns causing a child to be frequently absent, parents should meet with their child's teacher. Teachers may allocate schoolwork to be done at home to help the child to catch up with work missed and so lessen the disruption to the child's education.**

This Policy is open to review by the Board of Management as required.

Ratified by the Board of Management on 22nd November 2017

