

Yellow Furze National School

Statement of Strategy - ATTENDANCE POLICY

Aims:

- (1) To encourage pupils to attend school regularly and punctually.
- (2) To inform the school community of its role and responsibility as outlined in the Education and Welfare Act 2000
- (3) To identify pupils who may be at risk of developing school attendance problems.
- (4) To develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.

The school will ensure that:

- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily on Databiz online system.
- Roll call is at 10am approx. daily.
- 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.
- A note must be sent in by the parents if a child is absent.
- Pupil attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:
 - The Education Welfare Board.
 - The Education Welfare Officer
 - The Board of Management.

Attendance and lateness are monitored by the Principal.

Punctuality

- Official school start time is 9.20am and pupils are expected to be in their lines when the bell rings. Both end doors are locked after last class line enters. All late comers (pupils) must enter through main door, and be signed in by a parent or responsible adult.
- All pupils and teachers are expected to be on time.
- The school will contact parents/guardians in the event of pupils being consistently late.

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. Parents of children in 1st – 6th classes should use the pre-printed section in the homework journal. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.

Parents/guardians can promote good school attendance by:

- Refraining from taking holidays during school time.
- Ensuring regular and punctual school attendance.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc.), are arranged for times outside of school hours.

Pupils

Pupils are responsible for promptly passing on absence notes from parents to their class teacher.

School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Reward children with excellent attendance records at Christmas, Easter and Summer.
- When a child misses 10 days parents will receive a letter from the Principal informing them of same.
- Inform the Education Welfare Officer:
 - a) When a pupil has been absent for 20 or more days during the course of a school year.
 - b) If a pupil has been suspended for a period of three or more days.

Class Teacher; The class teacher will:

- Maintain the school on-line attendance record in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Encourage pupils to attend regularly and punctually.
- The number of days missed will be communicated to parents on end of year reports.

Records/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 may 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, once enrolment has been confirmed.

This policy was amended in October 2017.