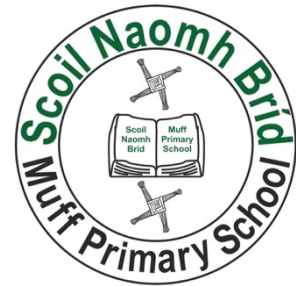


Scoil Naomh Bríd

Attendance Policy

A Whole School Approach



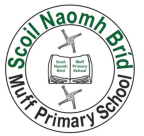
AIMS

Scoil Naomh Bríd is committed to providing a learning environment that will foster all children's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance. In so far as possible, we aim to have full attendance from all of our pupils.

Casual absences (for whatever reason) are discouraged as they have a direct impact on children's learning. We aim to support children and parent(s)/guardian(s) in achieving good attendance.

Among the many strategies/approaches we use to ensure regular attendance are:

- We aim to provide a warm, welcoming and supportive learning environment for our pupils, one in which they are valued and respected and in which provision is made for their learning needs.
- We hold regular and open class-level discussions with the children on the importance of regular attendance.
- We publicly and positively affirm those children who have excellent attendance. They are awarded at the end of year with attendance certificates.
- We praise and reward those who are making a serious effort to improve their attendance.
- We have regular communication with parent(s)/guardian(s) and provide them with updates on their child's attendance if it is a cause for concern. We will seek a meeting with parent(s)/guardian(s) at the earliest opportunity, if we become concerned about a child's attendance.
- Our class teachers and support teachers seek to ensure that children who may be experiencing learning difficulties are actively supported and encouraged with appropriate teaching. Homework is tailored to the individual needs of these pupils.
- Our school's Code of Behaviour takes a positive approach to fostering good behaviour.
- We ask parent(s)/guardian(s) to ensure that the children are in school for a punctual start at 9.30am.
- We will note late arrivals on the Aladdin administration Roll book.
- In the same way, we ask parent(s)/guardian(s) not to take children off early, unless for a necessary specific appointment which cannot be had outside school times. We use a sign-out sheet for children who are collected early by a parent. This enables us to keep a record of such absences and make parent(s)/guardian(s) aware of how much time is being missed. If a child returns after an appointment they should be signed in again.
- We arrange to meet parent(s)/guardian(s) at the earliest possible stage if we become concerned about continuous late arrival or early collection of pupils.
- In the event that a child shows reluctance in coming in to school in the morning, the class teacher and Principal will work with parent(s)/guardian(s) to establish any possible causes. Strategies to address the problem will be put in place e.g. buddy system, monitoring by staff in the yard, involvement with NEPS Psychologist if necessary.
- We may seek advice from the Education and Welfare Officer.



THE SCHOOL'S ROLE

The Education (Welfare) Act 2000 provides a framework under which attendance at school can be dealt with by law. As a result of the Act, the National Education Welfare Board (NEWB) has been established and has appointed Education Welfare Officers.

Under the regulations of the Act, the school is obliged to:

- Keep a record of pupils' attendance, (this is done in the class roll books and on Aladdin).
- Submit to Túsla names of all pupils who miss 20 or more days from school.
- Keep a written record of pupils' absences.

Under the Act, parent(s)/guardian(s) are required to:

- Send their child to school each day.
- Notify the Principal, in writing, through the class teacher the reason for a child's absence.

The school keeps a record of all such absences, using codes as set down by the NEWB (see below). To facilitate both parent(s)/guardian(s) and teachers in the maintenance of such records, the school has designed a booklet for Junior Infants, Senior Infants and First class that is to be returned to the child's teacher after a day/days missed. Parent(s)/guardian(s) of pupils from second class up, complete the section at the back of the school diary. Many parent(s)/guardian(s) telephone the school to inform us of a child's absence. This information is recorded in an Absence Book in the office and parent(s)/guardian(s) are reminded to complete the relevant absence slips on the child's return to school.

National Education Welfare Board Codes for Category of Absences

- A Illness
- B Urgent Family Reasons (e.g. Bereavement)
- C Expelled
- D Suspended
- E Other (e.g. Holidays, Religious Observance, Emigration)
- F Unexplained
- G Transfer to another school (written confirmation received from other school)

Parent(s)/guardian(s) are reminded annually at the beginning of the school year of their obligations under the Education Welfare Act 2000.

PARTNERSHIPS

- Parent(s)/guardian(s) are consulted in drafting and renewing policies including the attendance policy.
- The importance of good attendance and punctuality is communicated to the school community at assemblies and through the newsletter.
- The calendar for the school year is published in the first week of September and there are reminders in the monthly bulletin, to enable parent(s)/guardian(s) to plan family events /holidays around school closures.
- Parent(s)/guardian(s) are asked to set high standards for their children in relation to attendance and punctuality.



- They are asked to engage with the school if there is a problem with their child's attendance and to support any plans to address the problem.
- Parent(s)/guardian(s) should avoid taking their child out of class unless there is a serious reason.

MONITORING AND REVIEW

- Attendance will be reviewed monthly by the Principal and Deputy Principal.

The policy will be reviewed in line with the school's Calendar for Review of Policies or otherwise, on occasions when necessary.

RATIFICATION

Policy adopted by the Board of Management on 2nd May 2018.

Signed John Farrell
Chairperson, Board of Management

This policy was reviewed in/on:

18th September 2018
March 2020
June 2020