



Scoil Nioclás Naofa DÚNMÓR

Version	Date ratified or Amended by BOM	Date Reviewed by BOM
V1.0	March 6 th , 2012	14 th September 2017
V2.0	14 th September 2017	November 27 th , 2024
V 3.0	November 27 th , 2024	

SCHOOL ATTENDANCE POLICY

Contents

1. Relevant Documents:.....	2
2. Vision and Values in Relation to Attendance:	2
3. Roles and Responsibilities	2
3.1 Parents/guardians.....	2
3.2 Pupils.....	3
3.3 School Principal.....	3
3.4 Class Teacher	3
4. Pupil Punctuality and Attendance	3
4.1 Punctuality	3
4.2 School Absences	3
4.3 Leaving School Early.....	4
5. Staff Attendance and Punctuality.....	4
5.1 Staff Attendance	4
5.2 Staff Punctuality.....	4
6. A strategy for promoting good school attendance	4
7. Record/Communication	5
8. Transfer to Another School	5
9. Communication with other Schools	5
10. Ratification	5

1. Relevant Documents:

- Don't let your Child Miss Out - NEWB 2004 ([english_leaflet.indd \(tusla.ie\)](#))
- Education Welfare Act 2000
- Education Act 1998
- Section 29 Education Act
- Empty Desks - CDU Mary Immaculate

*Some information in this policy was taken directly from the Tusla website.

2. Vision and Values in Relation to Attendance:

The aims of the attendance policy in Scoil Nioclás Naofa are to:

- encourage pupils to attend school regularly and punctually.
- share the promotion of school attendance amongst all in the school community.
- inform the school community of its role and responsibility as the Act outlines.
- identify pupils who may be at risk of developing school attendance problems.
- ensure that the school has procedures in place to promote attendance/participation.
- develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- 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 via Aladdin to provide a reason for an absence.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupil attendance, lateness and leaving school early are monitored.
- School attendance statistics are reported as appropriate to:
 - The Education Welfare Board/Tusla.
 - The Education Welfare Officer
 - The Board of Management

3. Roles and Responsibilities

3.1 Parents/guardians

- Ensuring regular and punctual school attendance;
- Notifying the School if their children cannot attend for any reason via Aladdin;
- Working with the School and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support and approve of good 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 a positive self-concept and a positive sense of self-worth in their children;
- 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;
- Contact the school immediately if they have concerns about absences or other school matters;

- Notifying (in writing or by personally speaking to the teacher concerned) the school if their child/children, particularly children in junior classes, are to be collected by someone unknown to the teacher;
- Ensure that a child's contact details on Aladdin are correct and emergency contact numbers are listed.

3.2 Pupils

- Pupils have a 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 passing school correspondence to their parents, on the specified day.

3.3 School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer and/or upload to the Tusla portal:
 - ◊ 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
 - ◊ If a pupil is placed on a reduced day.
 - ◊ When a pupil's name is removed from the school register, and no reason is provided. A pupil's name is removed from the school register when absent for 20 consecutive days.
- Inform parents of a decision to contact the Education Welfare Officer regarding pupil concerns.
- The Principal will, beginning in the School Year 2012-2013, send a letter to all parents whose children have been absent for 15 days to alert them to the seriousness of their child's attendance record. (Policy updated to include this item in May 2012 and ratified by the Board of Management at that time – see BOM Minutes). This note will be sent on the Aladdin app.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

3.4 Class Teacher

The class teacher will:

- Maintain the school roll-book on Aladdin in accordance with procedure.
- Contact parents when absences are not explained in writing on Aladdin.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding pupil attendance.

4. Pupil Punctuality and Attendance

4.1 Punctuality

School is open from 9.20 a.m. when the assembly bell rings. Assembly Time is between 9:20 a.m. and 9:30 a.m. Children are required to be in their classrooms by 9.30 a.m. All pupils and teachers are expected to be on time. The roll call is taken by 11 a.m. If your child is absent, you will be notified on the Aladdin app and prompted to provide a reason. Under the Act, the principal is obliged to report persistently late children to the Education Welfare Officer.

If a child arrives after 9.30 a.m., the class teacher makes a note on Aladdin, and the time is recorded under the "Late Arrival" section.

If a child is persistently late arriving at school for any reason, the school will open communication with the parent regarding the reasons. Where possible, a problem-solving approach will be taken to reduce the time missed in school.

4.2 School Absences

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. This is done via the Aladdin app.

Reasons for pupils' absences must be communicated in writing on the Aladdin app by parents/guardians and will be retained by the school. All absences will be recorded in the Roll Book in the Attendance section on Aladdin and, if necessary, on the NEWB website or the Tusla portal. These notes will form a record that the Education Welfare Officer may inspect on a visit to the school. The school will contact parents if a written explanation for the child's absence is not provided to the school.

4.3 Leaving School Early

As soon as practicable, parents/guardians must send a note on the Aladdin app to inform the class teacher that their child will be collected early from school.

When a child is collected early from school, the class teacher will note the time and reason under the "Early Leaving" section on the Aladdin app. A note will also be taken in the "pupil book" at the main door.

If a child is persistently being collected early from school for any reason, including sickness, the school will open communication with the parent regarding the reasons. Where possible, a problem-solving approach will be taken to reduce the time missed in school.

5. Staff Attendance and Punctuality

5.1 Staff Attendance

All staff must notify the principal as soon as practicable if they cannot attend school. Substitute cover is provided as per DE regulations. The Principal and Deputy Principal will ensure that on EPV days or leave when the absence is not covered by substitution, the children have been given work to do by their Class Teacher and are then sent to other classrooms to be supervised by other mainstream teachers. At the beginning of each school year, teachers will create a "Leave" box containing three days' worth of work and a class division sheet.

Teachers who wish to leave school for urgent personal reasons must obtain the consent of the Principal or, in her absence, the Deputy Principal. Any teacher who wishes to absent himself/herself at lunchtime regularly must apply in writing to the Board of Management, the body responsible for pupil welfare and safety.

The principal must notify the chairperson of the Board of Management if she is absent from school on leave.

5.2 Staff Punctuality

Staff are required to be at school by the agreed-upon time with the Board of Management. In the event of a rare and unexpected circumstance, all staff members must promptly notify the principal if they will be arriving late.

6. A strategy for promoting good school attendance

The Board of Management is committed to providing a positive school atmosphere promoting good 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 the development of good self-concept and self-worth in the children.
- Support for pupils with special educational needs is in place in accordance with Department of Education guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- The assistance of the Education Welfare Officer will be utilised.
- The class teacher will monitor the attendance rates of pupils 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 be supported to improve their attendance insofar as is practicable.

7. Record/Communication

Parents will receive a note on Aladdin when their child is absent for 15 days in a school year and another if their child is absent for 20 days in a school year. Both notes are sent via the Aladdin app.

8. Transfer to Another School

Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.

When a Principal receives notification that a child has been registered elsewhere, he/she must notify the Principal of the pupil's new school of any problems related to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and those who transfer from primary to second-level education.

9. Communication with other Schools

- When a child transfers from Scoil Nioclás Naofa to another school, the school records on attendance, academic progress, etc., will be forwarded upon receipt of written notification of the transfer.
- When a child transfers into Scoil Nioclás Naofa, confirmation of the transfer will be communicated to the child's previous school, and appropriate records will be sought.
- Pupils transferring from Scoil Nioclás Naofa to a post-primary school will have their records forwarded upon enrollment confirmation receipt.

10. Ratification

Ratified by Board of Management on 27/11/24

Reviewed and updated in _____.

Signed: *Allet Bomer*