



## St Brigid's Boy's National School

### Attendance Policy

#### Policy Timeline:

<b>Ratified by the Board of Management on:</b>	February 2026
<b>Next Review Date:</b>	February 2030

#### Introduction:

St. Brigid's BNS are committed to providing a supportive learning environment that will promote children's learning and encourage regular school attendance. Teachers will provide a positive well structured learning environment so that the children feel welcome and comfortable at school. We believe good attendance is vital for children to reach their full potential. As far as possible, we aim to have full attendance from all our pupils. Irregular attendance is discouraged, and the school will take steps to support children whose attendance is unsatisfactory.

#### Rationale:

- The importance of every child having full access to all areas of the curriculum.
- The role of the Tusla
- Legislative requirements such as the Education Welfare Act 2000.
- The changing fabric of society
- Levels of disadvantage
- Changing attitudes to education
- Adherence to the School's Child Protection Policy

#### Aims and Objectives:

- To raise awareness of the importance of school attendance
- To encourage full attendance where possible
- To identify pupils at risk
- To ensure that all children are availing of the opportunities provided
- To create an awareness of the importance of punctuality
- To promote a positive learning environment
- To foster an appreciation of learning

- To identify and remedy, if possible, obstacles to school attendance
- To ensure compliance with the requirements of the relevant legislation

### **Compliance with School Ethos:**

The policy complements the school ethos of valuing and encouraging co-operation between pupils, teachers, parents, management and the school community in fostering the intellectual, physical, emotional, social, moral and spiritual development of each pupil. It also complements the school ethos of highlighting the importance of the welfare of all children.

### **Roles and Responsibilities:**

All staff have an input into the implementation of this policy. Class teachers record individual patterns of attendance and the Principal /Deputy Principal signs the attendance sheet on a monthly basis. The annual figures are returned to Tusla at the end of the Academic Year.

### **The role of the principal:**

- To ensure that pupils' records are maintained in accordance with regulations.
- To acknowledge good and improved attendance.
- Insofar as is practicable, to promote the importance of good school attendance among pupils, parents and staff.
- To inform parents of the educational impact of removing students from school on a regular basis.
- To inform the Education Welfare Officer if a pupil is not attending school regularly; if a pupil has been suspended for a period of six or more days; when a pupil has been absent for 20 or more days during the course of a school year; when a pupil's name is removed from the school register.
- To inform parents of a decision to contact Tusla of concerns regarding a pupil.
- To ensure that pupils' records are maintained in accordance with regulations.
- To use our internal Aladdin system to monitor trends and patterns in attendance.
- To inform Tusla, if a pupil has been absent for 20 or more days during the course of a school year, has been expelled from the school, has had irregular attendance which is a cause for concern or has been suspended for a period of six or more days.
- File returns to Tusla as required.

### **The role of the class teacher:**

- To maintain the school attendance records in accordance with procedure.
- To encourage pupils to attend regularly and punctually.
- To contact parents in instances where absences are not explained.
- To inform the Principal of concerns s/he may have regarding the attendance of any pupil.
- To inform the parent(s) at the Parent Teacher Meeting of their concerns (if any) of their child's attendance record and punctuality.
- To include the total number of absences on the end of year school report

### **The role of parents/guardians:**

- To show an interest in their children's school day and their children's homework.
- To encourage children to participate in school activities.
- To praise and encourage their children's achievements.
- To inform the school through the Aladdin app of the reasons for absence from school.
- To ensure, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- To inform the school in advance of when they are aware their child will be absent from school- eg holidays
- To contact the school immediately, if they have concerns about absence or other related school matters.
- To notify the school in writing/email/on Aladdin if their child/children, particularly children in Junior classes, are to be collected by someone not known to the teacher.

### **The role of the pupil:**

- To attend school regularly and punctually

### **Recording and Attendance:**

- The school attendance/absence of individual pupils is recorded on a daily basis on the school data management system, 'Aladdin'.
- The relevant data of all children attending St. Brigid's is recorded on the schools' online Aladdin system.
- Parents must provide an explanation on Aladdin with a reason for absence outlined.
- Attendance is monitored by the Principal and if a child is absent for long periods of time without explanation, parents are contacted by the Principal/Deputy Principal.
- The school calendar is published before the end of each school year for the following school year. It is advised that parents will use this to plan holidays. Parents are discouraged from taking children out of school for holidays during school time.
- Teachers will not be required to supply schoolwork and/or homework to pupils who are absent on holidays during school time.
- Absences of 20 days or more are submitted to TUSLA

### **School Strategies to promote attendance:**

Traditionally, school attendance is of a very high standard in our school and has not been adversely affected by social changes. However, teachers remain vigilant so that students at risk are identified early. The Board of Management is committed to providing a positive school atmosphere, which is conducive to promoting good school attendance.

- Creating a safe and welcoming environment
- Ensuring children are happy
- Displaying kindness, compassion and understanding

- Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early
- Acknowledging children with excellent attendance
- Commenting on good attendance in the end of year school report.

**Communication with other Schools:**

- When a child transfers from St. Brigid’s BNS to another school a ‘Transferral Form’, including the child’s record and attendance is forwarded to the new school.
- When a child transfers to St. Brigid’s BNS confirmation of transfer will be communicated to the child’s previous school and appropriate records sought.

**Overview:**

School begins at 8.55 a.m. All pupils 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 Education (Welfare) Act, to report children who are persistently late, to the National Education Welfare Board.

The success of any Attendance policy is measured through;

- Children’s awareness of the importance of good attendance
- Improved attendance levels
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance

**Review and Ratification:**

This policy will be ratified at least every 4 years

**Policy Sign Off:**

Signed: Chairperson	
Date:	09/02/2026
Signed: Principal	
Date:	09/02/2026