

Attendance Policy

Our School Mission Statement

St. Aidan's C.B.S. promotes the Edmund Rice Charter through nurturing *faith*, promoting *partnership*, excelling in *teaching*, creating *community* and inspiring *leadership*.



Our School

St. Aidan's C.B.S. is a voluntary secondary school for boys. We are located in north Dublin and we currently have an enrolment of over 700 students. Our school is a Catholic school operating under the patronage of the Edmund Rice Schools Trust (E.R.S.T.). The characteristic spirit of our school is based on the vision and values of the E.R.S.T. Charter as outlined above in our mission statement. This is reflected in the operations of our school and in our school policies.

Rationale

- To comply with the Education Welfare Act 2000.
- To form habits of regular and punctual attendance by our students.
- To discourage absenteeism, lateness and unwarranted withdrawal of students during the school day or term.
- To develop a sense of personal responsibility in our students.
- To make all school partners aware of the links between school attendance and academic achievement.
- To enable us to identify students who may be at risk and put supports in place to assist them.

Aims and Objectives

This school policy sets out to:

- To foster discipline and the commitment of the student in the areas of time-keeping and attendance.
- To provide a framework that records positive school attendance and time-keeping.
- Encourage full attendance where possible.
- Identify students at risk of early school leaving or non-engagement with school.
- Raise awareness of the importance of school attendance within our student population.
- Foster an appreciation of learning.
- To create a link between attendance and attainment
- Improve communication with parents / guardians.

Related Policies

- Code of Behaviour.
- Admissions Policy.
- Assessment & Reporting Policy
- Homework Policy
- Communications Policy
- Parental / Guardian Involvement Policy.

Attendance & Punctuality: A positive approach

- Good attendance and punctuality is promoted in the school by a culture of high expectations, encouraging each student to take responsibility for his own learning and achieve full potential through regular presence in class.
- Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance. This is also promoted through the Pastoral Care programme.
- The Year Head and / or member(s) of the Student Support Team meet with students for whom attendance or punctuality has been identified as an issue.
- Reports to Parents / Guardians include a record of attendance for the period in question.
- Records of attendance and punctuality are available to parents to view on VSWare by logging in using the unique password for that student.
- The school's reward system acknowledges excellent attendance and punctuality and recognises students who show significant improvements in attendance and punctuality.

- A sense of belonging and connectedness in St. Aidan's C.B.S. is developed through participation in school life and / or extra-curricular activities.

Roles & Responsibilities

Principal:

- To ensure that adequate systems are in place to record attendances and absences of students.
- To make reports to Tusla as required by the Education (Welfare) Act 2000.
- To inform parents / guardians and students of procedures for the notification of absences and / or withdrawal of students from the School.
- To remind students and parents / guardians of the importance of regular attendance and the negative impact of frequent absences on student progress.
- To encourage regular attendance by students.
- To monitor and investigate unauthorised absences of students from the School or from classes.
- To contact parents / guardians where unauthorised absences are suspected.

Deputy Principal:

- To Liaise with Principal, Year Heads, Class Teachers, Class Tutors, Administration Staff, and Care Team on all issues regarding students including attendance.
- To coordinate with the Principal and Educational Welfare Officer as necessary. Compile a Tusla report.
- In an effort to ascertain reasons for non-attendance and to improve attendance to Communicate with parents / guardians regarding absenteeism,
- To Communicate with the Year Head.
- To inform new teachers of their obligations with regard to recording attendance.

Year Head:

- To monitor regularly the attendance records on VSWare.
- To engage with the student presenting attendance issues
- To liaise with the Care team to address the difficulties surrounding a particular student's attendance.

- To meet, along with the Deputy Principal/ Principal, any student and/or his parent/ guardian for whom attendance or punctuality is a problem in order to discuss the issue.
- To contact parents / guardians where unauthorised absences occur or are suspected and / or when patterns of absences are developing and to notify the Deputy Principal of the same.
- To remind the students during the assemblies of the Year Group of the importance of regular attendance and punctuality.
- Contact home to discuss patterns of poor attendance and punctuality.

Tutor:

- Create a warm welcoming atmosphere in class for students.
- To record the attendance of the tutor / Wellbeing class each day.
- To review the attendance records on VSWare and report any trends to the Year Head
- Contact in the case of a student being absent for three consecutive days where the school has not already received notification of absence. If they do not get an answer, or have concerns they should then report to Year Head.
- To liaise with the Year Head in the event of absences not being explained or where any other problems may arise in relation to attendance and punctuality.

Subject Teacher:

- Create a warm welcoming atmosphere in class for students.
- To record the attendance of every class every day.
- When substituting under the S&S scheme or when providing cover for personal leave, the teacher will record attendance for that class using VSWare.
- To reiterate to the students the importance of regular attendance and insist on punctuality.

Guidance Counsellor:

- Take referrals from Principal and Deputy Principal on further courses of action which may be taken. These may include referral to N.E.W.B.
- Monitor students referred on an on-going basis.
- Work with students to counteract any 'gaps' in education which may lead to further absences.
- If no improvement suggests to the Principal or Deputy Principal that student should be referred to the N.E.W.O.

APII Attendance

St. Aidan's C.B.S. has a staff member who as part of their responsibility is looking after attendance as part of our obligations under our attendance strategy.

Office Personnel:

- Sign in any students who arrive after the bell and update VSWare accordingly.
- Contact home and sign out any student who needs to leave school.

Students:

- Each student has a personal responsibility to attend school each day on time.
- Every student is expected to be in attendance before 8:43 a.m. until school closes on Monday, Tuesday, Wednesday and Thursday and Fridays (some exceptions exist for TY and LCA work experience).
- A minimum of 90% attendance is required for LCA
- Updating VSWare in advance of an absence, or immediately should an absence materialise unexpectedly
- If one arrives late to school, the student is responsible for signing in correctly and ensuring parents / guardians update vsware appropriately.
- In the event of a student becoming ill or getting injured during the day they should inform their class teacher who may send them to the office to obtain permission to go home. If such permission is granted contact with their parents / guardians will be made via the school office only.
- Students should not contact home via a mobile phone or prior to getting permission to leave the school.

Parents / Guardians:

- As the primary educators, parents / guardians have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.
- Parents / Guardians should make contact with the school via vsware, if they are aware of an upcoming absence.
- To keep all holidays outside of the school term.
- To provide the School with reliable contact telephone numbers and alternative 'emergency' numbers so that the School may contact parents / guardians or other authorised parties if necessary.
- To adhere to the procedures set out in this Policy.
- To acknowledge and where necessary reply to communications from the School in relation to attendance issues.
- Signing in and out of school: Any student who needs to leave school early should be collected by a parent / guardian.

- Student taking ill during lunchtime while off the school premises: In the event of a senior student taking ill during lunchtime while off the school premises the school must be notified immediately by Parent / Guardian.

Sanctions for Breaches of School Attendance Policy

- The student may be placed on detention for 'being late' the following day.
- Absences will be notified to the N.E.W.B. as per the Education Welfare Act 2002.

Evaluation

We are committed to monitoring and evaluating the effectiveness of this programme. Specifically important to our attendance policy is:

- Student feedback.
- Staff feedback.
- Parental / Guardian feedback.

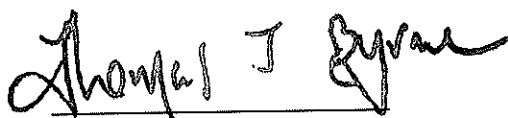
Review and Development

We are also committed to the review and development of our school policies. As part of our ongoing review process, this policy will be examined to reflect feedback from our evaluation practices and also to ensure legal compliance and the maintenance of best practices.

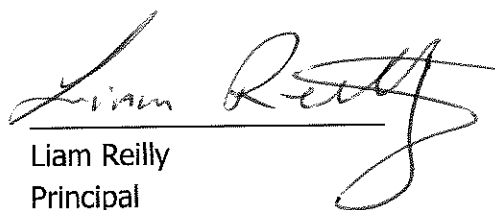
Ratification History

This policy was ratified by the Board of Management on 19th March 2025

Signed:



Thomas J Byrne
Chairperson of the Board



Liam Reilly
Principal