



Coláiste
Gleann Lí



Bord Oideachais
agus Oiliúna Chiarraí
Kerry Education
and Training Board

Policy

Attendance & Punctuality



Staff Responsible

Charlie O'Doherty

Last Reviewed

August 2025

Approved by Board
of Management



Stádas na Mílteanna
taobh istigh de 2024



Isa leaspháirtíocht
de chuid de chuid
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Coláiste Gleann Lí is a multicultural, multi-denominational, coeducational post primary school where all members of the school community are valued irrespective of age, gender, academic ability, class or creed. Coláiste Gleann Lí staff will endeavour to provide a quality post-primary education open to all students in the community combining instruction in academic, artistic and technological subjects delivered in a caring and motivational environment.

Coláiste Gleann Lí is a state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community
- Respect



As the state provider of education, the ETB sector defines a 'multidenominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our school provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values. Students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Coláiste Gleann Lí Attendance and Punctuality Policy

1. INTRODUCTION

This policy applies to the students, staff and parents of Coláiste Gleann Lí and relates to all aspects of school attendance and punctuality. This policy was drawn up in consultation with all the school partners, including the Board of Management, staff, parents and students.

2. RELATIONSHIP TO THE SCHOOL'S MISSION STATEMENT

Coláiste Gleann Lí is a multicultural, multi-denominational, co-educational post-primary school where all members of the school community are valued irrespective of age, gender, academic ability, class or creed.

To further these values, we envisage the development of a community in which:

- Student and Staff members are valued, and their talents and abilities recognised and developed to prepare for changes in society.
- Each person recognises his/her own responsibility in implementing agreed standards of conduct.
- Good communication is maintained between all members and where liaison with parents and local community involvement is encouraged.

The Coláiste Gleann Lí Attendance and Punctuality Policy involves helping each student develop to his/her full potential, both socially and educationally. In Coláiste Gleann Lí we believe this can only happen where each student is encouraged to attend punctually every day.

3 RATIONALE

Coláiste Gleann Lí is a successful and happy school, and every child plays their part in making it so. However, for our children to gain the greatest benefit from their education it is vital that they attend regularly and every child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. It helps them to develop into confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Coláiste Gleann Li recognises the clear link between the attendance and attainment of students. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for students within our school and to support learning and achievement.

Irregular/poor attendance causes students to fall behind and underachieve. Poor attendance can place children at risk. The importance of attendance and punctuality is underpinned by an awareness of

safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should aim to attend every day that the school is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. As a school we define regular attendance as 97% or above.

This policy should not be viewed in isolation; it is a strand that runs through all aspects of school, supported by our policies on safeguarding, child protection, bullying, behaviour, special educational needs and disability, and inclusion.

Coláiste Gleann Li believes Staff, Parents, Guardians, Students and all members of our school community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This policy sets out how we will achieve this together.

4 OBJECTIVES

Through implementation of this strategy Coláiste Gleann Lí strives to:

- To encourage full attendance at school.
- To highlight the importance of punctuality and attendance amongst students and parents.
- To positively enforce punctual attendance, in the morning and evening and at each class throughout the day.
- To maintain an effective attendance record-keeping system through our digital registration system
- To identify students who are at risk of disengaging from attending at school.
- To develop suitable intervention strategies to improve school attendance and punctuality.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.

5 POLICY CONTENT- LEGALITY

5.1 Educational Welfare Services, Child and Family Agency (TUSLA)

Under legislation every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school; whichever comes later. The Educational Welfare Services, Child and Family Agency (TUSLA) was established to support school attendance and follow up on children who are not attending school regularly.

As a parent you must notify the school if your child is absent and the reason why. It is school policy that explanations must be given in writing or entered via the VSWare app. The school will notify the Educational Welfare Service if a child is absent for 20 days or more or where the absence gives rise for concern. This is outlined below:

5.2 The Education (Welfare) Act 2000, Section 18

Where a child is absent from the school at which he or she is registered during part of the school day, or for a school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the Code of Behaviour, prepared by the school under section 23, notify the Principal of the school of the reasons for the child's absence.

5.3 The Education (Welfare) Act 2000, Section 21 (4)

The Principal of the school concerned shall inform, by notice of writing to the Educational Welfare Officer,

Where:

- I. A student is suspended from a recognised school for a period of not less than 6 days.
- II. The aggregate number of school days on which a student is absent from a recognised school, during a school year is not less than 20 days.

5.4 The Education (Welfare) Act 2000, Section 22 (1)

Statement of Strategy is: *'a statement of the strategies and measures the school proposes to adopt for the purposes of fostering an appreciation of learning among students attending that school and encouraging regular attendance at the school on the part of such students.*

Coláiste Gleann Lí recognises the importance of good attendance and punctuality.

Regular or prolonged absences will have a negative impact on a student's learning and development and therefore should be avoided whenever possible. The school has an Attendance Strategy in place, the aim of which is to promote good attendance in the school. Poor punctuality has a similarly negative impact on the learning of the student and has the further effect of disrupting the class into which the student is arriving late. The guidelines below should be adhered to by all students.

1. The school day begins at **8:56 am** Students are expected to be in their classrooms by **8:56 am**.
 2. Lunch is from **1:17 pm** to **1:47 pm** and students are expected to be in their classrooms by **1.47 pm** upon their return from lunch.
 3. Students who arrive late to school in the morning **after 8:56am** will be marked as late on VsWare on arrival and stamped as *Late* on their journal.
 4. A student who arrives late on **2** occasions on the same week will undertake an Afterschool Reflection.
 5. Parents will be informed if their child has not registered as present for school
 6. TY, 5th and 6th Year students who arrive late after lunch **after 1:47pm** must report to the office and sign in, students will be noted as late on VSWare and their journal will be stamped as late.
- *Please note that leaving school grounds at lunchtime is a privilege and if students return late after lunch than this privilege will be revoked.**

7. When a student is absent, an absence note must be input on the VsWare Parent App. Please note this must be completed for every absence: <https://www.gleannli.ie/page/School-App-Information/45793/Index.html>
8. A student may not leave school during the school day **without being collected by parent/guardian who signs the student absence book.**
 - a) If a student needs to attend an appointment the following can be done
 - I. The parent can input the appointment on the VsWare app.
 - II. The student can present an appointment slip or note at the office and must be **collected by parent/guardian who signs the student absence book.**
 - b) On their return the same day, the student must sign back in at the office.

Please Note:

- A student may not leave school without being collected by the parent/guardian and without the knowledge of their Year Head
- Any contact in relation to students leaving school must be made through the school office.

Students will receive sanctions for unexcused absences and lateness in accordance with the Coláiste Gleann Lí Positive Code of Behaviour.

6 ATTENDANCE INCENTIVES

Coláiste Gleann Lí will recognise and reward students who achieve full attendance in the school year by presenting the students with an acknowledgement of full attendance during awards ceremonies throughout the school year.

ABSENCE PROCEDURES:

If a student is absent school will:

- Parent will be contact on the first day of absence – Parents can also monitor this through the VsWare app.
- If no response is received after three days unauthorised absence, a member of school staff will conduct a home visit.
- If a student's is absent for 5 days, parents/ guardians will receive a letter. This letter will need to be signed and returned to the Year Head and/or the HSCL.
- If a student is absent for 10 days, parents/ guardians will receive a letter inviting them to meet with the Deputy Principal and/or the HSCL for an attendance clinic meeting. The focus of the meeting will be to agree how we can best support your child to improve their attendance.
- If a student is absent for 15 days, parents/ guardians will receive a letter inviting them to meet with the principal for an additional attendance clinic meeting.

- If absences persist and a student misses 20 days, a referral will be made to the Education Welfare Officer.
- A child not attending school is considered a safeguarding concern. This is why information about the cause of absence is required. Parents/guardian must inform school on the first day of absence by 11:00am.

8 LINKS WITH OUTSIDE AGENCIES

Coláiste Gleann Lí has established working relationships with the offices of the EWO, School Completion Programme, Youthreach Tralee, Tralee Community Workshop, GYDP Tralee, Tralee MY Project, Rathoonane Community Project with a view to identifying students who are at risk of leaving school early and who are not attending regularly. Every effort is made with external agencies to develop joint initiatives to promote improved attendance.

9 ACTIVITIES DESIGNED TO ENCOURAGE ATTENDANCE

Coláiste Gleann Lí provides additional activities to promote improved student attendance. An example of these include:

- Lunch time activity clubs
- Free lunch
- Student Support team planning
- Weekly counselling support

10 DISCIPLINARY CONSEQUENCES

Disciplinary actions consistent with the Positive Code of Behaviour will be imposed by the Principal, Deputy Principal and Year Heads for unexcused absences. Individual class teachers will impose sanctions for lateness to class consistent with the Code of Behaviour.

The remaining content of this policy outlines in detail the whole school approach to the following attendance and punctuality procedures:

- Daily monitoring of attendance at 8:56am and 1:47pm.
- Daily monitoring of punctuality at 8:56am and 1:47pm.
- Recording of daily attendance.
- Recording lateness.
- Recording absence notes and parental communications.
- Recording early departures and time of return to school.
- Sanctions for lateness.
- Sanctions for unexcused absences.
- Informing parents when concerns arise.

12 ROLES AND RESPONSIBILITIES

Coláiste Gleann Lí acknowledges the contribution of all members of the school community in the implementation of this Attendance and Punctuality Strategy.

12.1 MANAGEMENT

- Principal, Deputy Principal and Year Head's will monitor student absenteeism and punctuality.
- Apply disciplinary procedures to students for unexcused absences and lateness, consistent with Coláiste Gleann Lí Positive Code of Behaviour and the Educational Welfare Services, Child and Family Agency legislation on attendance.
- If a student has no note, they may not leave school without the permission of the Principal, Deputy Principal or Year Head.

12.2 CLASS TUTOR/CLASS TEACHER

- Promote and encourage good attendance in class
- Teachers should communicate with parents/guardians at parent teacher meetings on the importance and value of good attendance.
- All teachers will keep individual class attendance records for every class taught on VSware.
- Students away for school outings and/or activities must not be marked absent and must be recorded as school business.

12.3 STUDENTS

- Students must present absence notes to form teachers on the day they return to school.
 - It is the student's responsibility to provide documentation (e.g. appointment slips, notes etc.) and present them to the office for all appointments that will prevent them from attending a class. Such documentation should be presented prior to his/her release from school.
 - Students must report to the office if late arriving to school in the morning/ afternoon.
 - If a student does not have an absent note, they may not leave school.
 - If a student returns to school during class time they must sign back in at the office.
 - Students will receive sanctions for unexcused absences and lateness in accordance with the Positive Code of Behaviour
- This Coláiste Gleann Lí Policy Strategy was adopted by the Board of Management of Coláiste Gleann Lí on 18/08/2025**

Signed:



(Chairperson)

Date: ____ 18/08/2025 ____

Signed:



(Principal)

Date: ____ 18/08/2025 ____