



St. Leo's College Carlow Attendance Policy

Mission Statement

Inspired by the vision of Catherine McAuley, St. Leo's College is committed to the holistic development of each student. As a Catholic school, we pursue excellence in an inclusive, caring and respectful environment.

St. Leo's College is an all-girls Catholic School under the trusteeship of CEIST.

- Within the context and parameters of Department of Education and Skills regulations and resources, as well as the ethos of Catherine McAuley, St. Leo's College supports the principles of inclusiveness, equality of access and participation, parental choice in respect of enrolment and a respect for diversity of traditions, values, beliefs, languages and ways of life.
- St. Leo's College is a voluntary secondary school and as such the financial and teaching resources of the school are provided by a combination of Department of Education and Skills grants, fund-raising and Voluntary contributions. School Policy is implemented with due regard to resources and funding available.
- St. Leo's College operates within the regulations laid down from time to time by the Department of Education and Skills. The College follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act 1998.

Introduction

In keeping with our Mission Statement, which is committed to the achievement of the full potential of each student, both socially and academically, we recognise the importance of full attendance throughout the school in the realisation of this goal.

St. Leo's College Statement of Strategy for School Attendance (Section 22(1) and 22(2) of the Education Welfare Act 2000) complements this policy. In recognition of the central importance of school attendance one of the Deputy Principals has specific overarching responsibility for attendance strategy and management.

Rationale

1. There is an established link between attendance and achievement. Aside from the holistic development of the individual, each student must be in school to achieve.
2. The school affirms that parents/guardians have a primary responsibility to ensure that children of school going age attend school once they are enrolled. They are obliged to complete three years of post-primary education up to their sixteenth birthday.
3. The Education (Welfare) Act 2000 Section 22 (1) and 22 (2) requires all schools to draw up a Statement of Strategy with regard to attendance/participation, and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
4. To clarify the roles and responsibilities of each partner in education in relation to attendance.

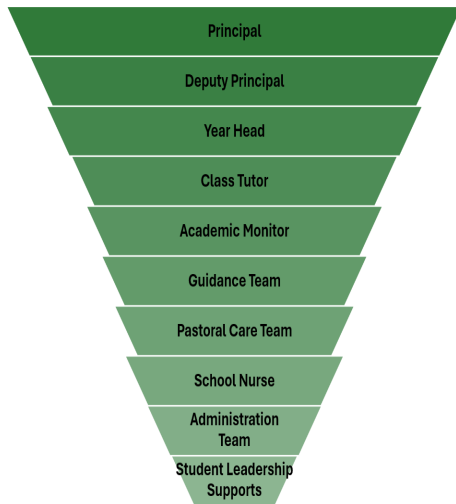
Objectives

1. To provide for the optimum attendance of each student.
2. To identify and support poor and non-attendees.
3. To recognise good attendance.
4. To encourage positive attendance patterns.

Strategies

At present there are many strategies in place within the school, which are aimed at encouraging positive attendance. These are (in alphabetical order):

- Assisted Study
- Breakfast Club
- Communication
- Educational Welfare \officer (EWO)
- Extra-curricular activities
- Induction for First Years
- Learning Support/L2LPs
- Meal Provision
- Parent-Student-Teacher Meetings
- School Journal
- Student Leadership
- Supervised Study
- Tracking and Monitoring



- Transition Year & Leaving Certificate Applied Programmes
- VShare
- Year Heads

Roles and Responsibilities

Students:

Have responsibility to be in school and in class punctually each day.
 Scan ANSEO card every morning on arrival in school building.
 Present on time for all school activities, curricular and extra-curricular.
 Use the school journal effectively in line with school policies.

Parents/Guardians:

Have primary responsibility to ensure children attend school punctually each day.
 Have the responsibility to inform the school of absences and give reasons for same via VShare app.
 Support school attendance procedures.
 Organise all appointments (medical etc.) outside school hours where possible.
 Must provide an emergency contact number/be available to collect their daughter in the event of emergency.
 Must be present to collect students (U18) for sign-outs during the school day.

Teachers:

Accurately monitor student attendance at the start of every class.
 Report any concern in relation to absence patterns to the relevant Year Head.

Year Heads:

Work with teachers to support students in achieving optimum attendance.
 Are responsible for communicating with parents/guardians if/when issues arise. Work with the relevant Deputy Principal in relation to attendance matters.

Principal:

Must maintain a register of all students who have been admitted to this school.

Must maintain a record of attendance and non-attendance on each school day of each student registered at the school. **Must** notify Tusla as follows:

- a student is suspended for a period of not less than 6 days
- the aggregate number of school days on which a student is absent during the school year is not less than 20 days
- a student's name is removed from the register

The Principal may delegate duties regarding attendance to other professionals working in the school.

Board of Management:

The Board of Management shall:

- Ensure that the statutory obligations of the school with regard to school attendance and participation are adhered to.
- Ensure that that all information is collected and issued in accordance with the Data Protection Act 1998.
- Ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly.

Adoption of Policy

This policy was adopted by the Board of Management on 7th January 2026

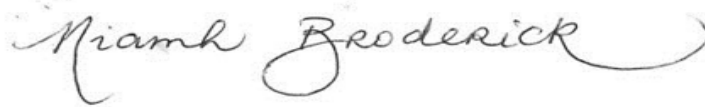
This policy has been made available to school personnel, published on the school website and provided to the Parent's Advisory Council. A copy of this policy will be made available to the Department of Education and Skills and the Trustees if requested.

This policy and its implementation will be reviewed by the Board of Management regularly. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parent's Advisory Council. A record of the review and its outcome will be made available, if requested, to the Trustees and the Department of Education and Youth.



Signed:

Chairperson of the Board of Management



Signed:

Principal