



Attendance Policy

Introductory Statement

At St. Patrick's SNS, we aim to ensure that each child reaches their full potential in all areas of learning and development. In order for this to happen it is essential that all children attend school as much as possible. We encourage and promote good attendance and punctuality. We aim to build a culture of high expectations for each student's learning, participation and attendance.

Aims and Objectives

- To raise awareness of the importance of regular school attendance and punctuality.
- To ensure that the school has procedures in place to promote attendance and punctuality.
- To ensure there is a standard system in place for keeping records about arriving late, leaving early, attendance and non-attendance.
- To identify pupils who may be at risk of developing school attendance problems.
- To develop links between the school and the families of those children who may be at risk of developing attendance problems.
- To ensure compliance with relevant legislation, circulars and statutory guidelines.

Punctuality

School begins at 9:10am. All pupils and teachers 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 Education Welfare Services section of Tusla. If a child arrives at school after the doors have closed, it is the duty of the parents/guardians to ensure that the child enters school safely.

Recording and Reporting Attendance

The school attendance of individual pupils is recorded on a daily basis, in electronic form, using "Aladdin", our school software package. Class attendance data is recorded daily in the Leabhar Tinrimh (Attendance Book) on Aladdin. The annual attendance of each individual pupil is recorded on "Aladdin" and on the Primary Online database (P.O.D.).

The roll call is taken at 10:40 am each morning. Any pupil not present will be marked absent for the day. The roll book may be altered once it has been filled in but a valid reason must be recorded. A note from parents/guardians is required to explain each absence.

Parents/guardians are made aware annually of the requirements of the Education Welfare Services section of Tusla particularly the by-law relating to absences of more than 20 days per school year. They are notified in writing on the end of year report of the total number of absences during the school year. Parents are informed via Aladdin (ongoing) when students are absent above 10 days. Parents are contacted termly for a meeting with the principal, Deputy Principal and the EWO where attendance is identified as a concern.

Tusla

The Education Welfare Services section of Tusla is informed in writing/email when:

- A child is expelled.
- A child is suspended.
- A child has missed more than 20 days.
- A child's attendance is a concern.
- A child is removed from the school register for whatever reason.

The Education Welfare Services section of Tusla is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.

Whole School Strategies to Promote Attendance

Whole School Approach There will be regular communication between parents and the school regarding absenteeism and punctuality. We will support and work with parents in cases where children have poor attendance.

Attendance Targets

Regular attendance has a significant impact on a child's success at school. To achieve this, a high level of attendance must be maintained throughout the whole year. In the 2023/24 school year we aim to: -

- Reduce percentage of students that missed 20 days or more from 17% to 16%.
- Focus our efforts on improving the attendance of chronic attenders (last year's top 10) by monitoring their attendance and meeting with parents when necessary.
- Reduce the number of chronic attenders from 3 to 0 (those who have missed 50 days or more).
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Reduced School Day

A reduced school day will be introduced only following consultation with parents/guardians, relevant professionals, and where appropriate the child. It must form

part of a clearly documented support plan outlining specific goals and a pathway back to full attendance.

- A reduced school day plan must be reviewed every six weeks.
- Schools must notify Tulsa education support service (TESS).
- Parents must consent to the use of a reduced school day in writing.

Promoting Good Attendance

- Creating a safe and welcoming environment.
- Class teachers and Principal will give praise for good attendance and punctuality.
- Parents will be sent a message via Aladdin after their child has reached 10, 15, 20, etc absences through the Aladdin attendance system
- If a child reaches 20 absences, they will then receive a text every day that their child is absent asking them to contact the school.
- A Termly attendance meeting with the EWO will be organised for students above 20days unless there is a reason given to the school where we are not concerned about attendance.
- The calendar for the coming school year is published annually in June and a reminder is published in September. It is on our school website and Aladdin. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimizing the chances of non-attendance related to family holidays during the school term.
- If attendance is a concern, parents will be invited to attend an attendance clinic with school management and the Educational Welfare Officer.

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 in relation 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 to pupils who transfer from primary to second-level education.

Record/Communication

Subject to the restrictions of the Data Protection Act:

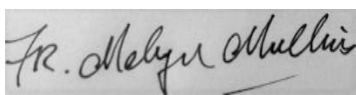
- When a child transfers from St. Patrick's SNS to another school, the school's records on attendance, behavior and academic progress etc. will be forwarded on receipt of written notification of the transfer
- When a child transfers into St. Patrick's SNS confirmation of transfer will be communicated to the child's previous school, and appropriate records sought
- Pupils transferring from St. Patrick's SNS to a post primary school will have their records forwarded, including their Education Passport, on receipt of confirmation of enrolment.

Evaluation

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through Leabhar Rolla records and statistical returns.
- Happy, confident well-adjusted children.
- Positive parental feedback.
- Teacher feedback.

Signed:

A handwritten signature in black ink, reading "Mr. Melyn Mullins". The signature is written in a cursive style with a horizontal line underneath.

Chairperson of the Board of Management

Date: 09.09.25