

Attendance & Participation Policy

A register of all students who have been admitted to the school will be maintained.

School attendance/ absenteeism/lateness will be monitored as follows:

- An electronic roll call at the beginning of all individual classes..
- Every absence must be explained by a note from parents/ guardians
- Student attendance and punctuality is recorded in student's journal.
- Year Head contacts parents if a pattern of absence is causing concern.
- Parents / guardians are contacted by phone by Deputy Principals, Principal or Year Heads, when missing is discovered or suspected.
- Detention is given by Year Heads to students who are late for class or school consistently.

Awards will be given to promote good school attendance and improvement in attendance.

Early identification of "at risk" students. There is a care team (Cabhair) for the purpose of identifying and supporting "at risk" students. The school has a Pastoral Care structure with Year Heads and Class Tutors. The school also have two Guidance and Counselling teachers and has a Guidance Plan has been drawn up and adopted by the Board.

Roles and Responsibilities

Students:

It is the responsibility of each student:

- To bring note regarding absences if they know prior to the absence.
- To attend everyday except for a valid reason.
- To be punctual for all classes
- To sign in and sign out if leaving early or arriving late (The day book is at reception).
- To get notes from parents signed by Principal / Deputy Principals/Year Heads.
- Extra-curricular students need to have a note in their journal excusing themselves from class. Students need to ensure the accuracy of notes i.e. dates, reasons etc.
- **It is the responsibility of students who are absent from class/ school for any reason to find out details of work missed.**
- It is the responsibility of the students to notify the teacher in advance that they will be absent from class due to sporting or other extra-curricular activities.

Roles and Responsibilities

Parents:

John the Baptist CS affirms that parents have :

- the primary responsibility for ensuring that children of compulsory school going age attend school regularly once they are enrolled at school and bearing in mind that they are obliged to complete three years of post primary education up to their sixteenth birthday.
- A social responsibility to ensure that their children attend school regularly regardless of age or status and they should ensure that their children should complete their education.
- Statutory obligation to notify the school Principal or Deputy Principals, in the form of a written explanation or a doctor's certification' explaining the reason for each absence and date of absence.
- To be aware of the negative impact of work/ part-time jobs on attendance and participation in school and involvement in extra-curricular activities.