

Griffith Barracks Multi-Denominational School

Attendance Policy

2025–2026

1. School Details

School Name: Griffith Barracks Multi-Denominational School

Address: Old Guardhouse, South Circular Road, Dublin 8

Roll Number: 20012S

2. Rationale

This Attendance Policy reflects the school's commitment to promoting a culture of regular attendance and punctuality among all students. It recognises the strong link between school attendance and educational achievement and aligns with the Education (Welfare) Act 2000 and TUSLA guidelines.

3. Vision and Values

At Griffith Barracks MDS, we aim to create a **welcoming, inclusive, and supportive school climate** that values education and promotes high expectations for attendance. We recognise that good attendance is central to a child's sense of belonging, engagement in learning, and long-term academic success.

We are committed to:

- Fostering **positive teacher-student relationships**.
 - Providing a **supportive learning environment** that motivates children to attend.
 - Promoting **parental engagement** as partners in their child's education.
 - Ensuring all families understand the **importance of regular attendance and punctuality**.
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4. Attendance Expectations

- We expect children to attend school **every day**, unless there is a valid reason (e.g. illness).
- Families are encouraged to **avoid taking holidays during term time**.
- In cases of absence, parents are expected to inform the school via:
 - Aladdin Connect (preferred)
 - Phone call
 - Email
 - Written note

- Children are expected to arrive **on time**, ideally by 8.40am. The roll is taken at **9.00am** and closes at **9.30am**.
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5. Monitoring and Recording Attendance

- **Daily roll call** is recorded by each class teacher on **Aladdin Schools**.
 - Time of arrival is recorded for any child arriving after 9.00am.
 - The **Principal** monitors overall attendance, supported by the Deputy Principal
 - Attendance data is reviewed:
 - **Monthly** by the principal.
 - **Termly** at Care Team meetings.
 - **Unexplained absences** are followed up by the teacher and/or principal.
 - Children with **<70% attendance** are closely monitored.
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6. Responding to Poor Attendance

- Automated texts are issued when a child reaches **10, 15 and 20 days** of absence. (May be disabled in exceptional circumstances).
 - Parents are contacted by phone and/or letter when attendance concerns arise.
 - Where concerns persist:
 - A **meeting** is arranged with the **Principal/DP** and parents.
 - The **Education Welfare Officer (EWO)** is involved in **bi-annual meetings** or as needed.
 - A **formal referral to TUSLA** is made if there is no improvement and/or the school cannot engage with the family.
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7. Promoting Good Attendance

We take a **whole-school approach** to promoting good attendance:

- Attendance is discussed at **assemblies**, class level, and through **SPHE**
 - **Annual recognition** for full attendance.
 - Regular communication with families to raise awareness of the impact of absenteeism.
 - Supportive engagement with families facing challenges.
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8. Punctuality

- Punctuality is recorded daily for target children.
 - Late arrivals are noted on Aladdin and contribute to the **learning time missed**.
 - Chronic lateness is followed up with a phone call or meeting.
 - Families facing challenges are encouraged to contact the school for support.
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9. Roles and Responsibilities

Class Teacher:

- Takes daily roll call at 9.30am.
- Follows up on unexplained absences.
- Reports attendance concerns to the principal.

Principal/Deputy Principal:

- Monitors attendance trends and initiates interventions.
- Liaises with families and external agencies.
- Leads review and implementation of this policy.

EWO (TUSLA):

- Works with the school and families to improve attendance where serious or chronic issues arise.
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10. Partnership with Parents and Community

- Parents are regularly informed about attendance procedures through newsletters, meetings, and Aladdin Connect.
 - The **Student Council**, **PTA**, and **Board of Management** are key stakeholders.
 - The school collaborates with second-level schools to support **smooth transitions**.
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11. Reporting to TUSLA

- **Twice-yearly attendance returns** submitted:
 - **September to December**
 - **January to June**
 - All children aged **6 and over** with **20+ days' absence** are reported, regardless of reason.
 - **Discretionary referrals** are made for patterns of absence or concern.
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12. Communication with Parents

The school issues regular reminders:

- Importance of attendance and punctuality.
 - How and when to record absences on Aladdin.
 - Explanation of TUSLA processes and thresholds.
 - Assurance that **explained absences** are not a cause for concern.
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13. Policy Monitoring and Review

- The **Principal and Deputy Principal** review the implementation of this policy **termly** at Care Team meetings.
 - Attendance data is reviewed **monthly**.
 - Teachers report ongoing concerns.
 - The policy is reviewed **every two years** or sooner if needed.
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14. Ratification and Review Dates

- **Approved by Board of Management:** January 2019
- **Reviewed:** June 2023 and January 2026
- **Next Review Due:** January 2029
- **Annual submission to TUSLA**