



Gaelscoil an tSeanchaí

POLASAÍ TINRIMH - ATTENDANCE POLICY

Reviewed Oct 2025
Next Review Oct 2028

AIMS AND ETHOS

Our school aims to ensure that every child will want to attend school.

We have a record of attendance which we wish to improve. An overall level of 98% is our target. We achieved 94% on average which compares poorly with the average of 95.8% for schools within our FSM band (10.00 - 19.99%)

THE MANAGEMENT OF ATTENDANCE

Responsibilities of:

Parents

Parents are asked to phone the school on the first day of their child's absence and inform the school of the reason for this and the expected length of absence.

Board of Governors

The Board of Governors has the ultimate responsibility for school attendance, but this is delegated to the Principal on a day-to-day basis. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school's attendance policy and practice and will be provided with regular reports about attendance issues.

The Principal

Overall responsibility for attendance on a day-to-day basis lies with the Principal who has the role along with the Board of Governors for determining resources and staffing to deal with attendance issues, ensuring the Board of Governors is informed about attendance issues and ensuring statistical information is provided as requested by Government. In Gaelscoil an tSeanchaí, responsibility for attendance lies with Malacháí Ó hAgáin. He will liaise when needed with the Education Welfare Officer about pupils whose attendance is below 85% to date. The Principal will consult with class teacher for contextual information on the pupil and reasons for absences.

Roles and Responsibilities of Class Teacher

Inform the Principal of any pupils whose attendance is a cause for concern.

The class teacher will:

- Endeavour to develop trusting relationships with all pupils
- Monitor attendance – mark daily registers, check absence reasons, notify administration staff early about absentees and identify pupils with irregular attendance patterns

- Follow up pupil absence if contact is not forthcoming
- Talk to parents about their child's irregular attendance eg at parent interviews (teachers will, if required, be provided with their class attendance percentages for referral during interviews), or raise the issue via Dojo.
- Promote good attendance through the curriculum
- Provide support to pupils after a long absence from school
- If necessary, meet with the EWO
- Provide and mark work for pupils who are absent from school

Roles and Responsibility of Office Staff

Office staff have an important role to play in monitoring attendance in school. The following are some of the roles they undertake:-

- Compiling the class registers
- Taking phone messages from parents of pupils who are absent and passing information on to class teacher
- Phoning parents of pupils who are absent from school without explanation
- Compiling monthly whole school absence lists, restriction below 85%

The Recording of Attendance

The Department of Education has issued guidelines about categorising absence as authorised.

It is the responsibility of the school to authorise absence. The school does not have to accept a parent's offered explanation as a valid reason for absence.

Daily Registration Procedures

- The class register is submitted via SIMS each morning, following pupils' self registration.
- Markings will be stored electronically by the secretary
- Children who arrive late will be marked thus by the class teacher
- Substitute teachers will be informed about attendance procedures by the Principal and via the attendance policy

Punctuality

When pupils arrive at school after **9.15 a.m.** they will receive a late registration mark.

The importance of good punctuality habits will be discussed at key stage assemblies, year group assemblies and in class.

Children will be encouraged to cultivate good punctuality habits, and be supported to improve when necessary. Where possible, parents may be contacted also to enlist their support to help children improve punctuality.

Specific strategies to promote excellent attendance and punctuality

In order to promote excellent attendance and punctuality, a number of various strategies may be used. These will include:

- Excellent attendance certificates annually.
- Special mention at assemblies
- The award of house points
- Organisational skills and class routines at the end of breaks
- Specific curriculum teaching associated with attendance and punctuality
- Personal attendance and or punctuality target setting

The range and type of promotion strategies will be kept under constant review.

Review

This attendance policy will be kept under review. The date for the next review is Term 1 in 2028. Responsibility for the overall review of the policy lies with the Principal and Governors.