

*Holy Trinity NS,
Fethard*

Attendance Policy

Introduction:

An interim policy was drawn up by the principal following amalgamation.

Rationale:

Some factors contributing to the formulation of this policy can be summarised as follows;

- The changing fabric of society
- The roll of the NEWB
- Levels of disadvantage
- Legislative requirements such as the Education Welfare Act 2000
- Changing attitudes to education

Aims and Objectives:

The revised policy is geared towards;

- Encouraging full attendance where possible
- Identifying pupils at risk
- Promoting a positive learning environment
- Enabling learning opportunities to be availed of
- Raising awareness of the importance of school attendance
- Fostering an appreciation of learning

Compliance with School Ethos:

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Roles and Responsibilities:

The staff has an input into the implementation of the policy. Class teachers' record individual patterns of attendance and returns are made to the NEWB. The Principal has responsibility for maintaining the Leabhair Tinreamh.

Policy Content

Recording:

Individual school attendance is recorded in the Leabhair Rolla of each class and the class data is recorded in the Leabhair Tinreamh. All children attending and data on parents are recorded in the school register.

The school uses the e-chipmunk Student Management System.

A note from parents/guardians is required to cover each absence and these are dated and kept in each child's file. Parents are made aware of the requirements of the N.E.W. B particularly the bye law relating to absences of 20 days or more per school year.

School Strategies:

Staff remains vigilant so that risk students are identified early. Risk students can be categorised as those who miss more than 5 days in a 20 day period without an accompanying note of explanation from parents/guardians. Appropriate contact takes place between the school and parents/guardians either via a letter or a note in the homework diary when this occurs. A meeting between parents and the Principal may be set up if deemed necessary. Absences of more than 20 days are automatically referred to the Education Welfare Officer.

Communication with other Schools:

- When a child transfers from Holy Trinity N.S. to another school, the school records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer and with the written permission of the parents/guardians
- When a child transfers into Holy Trinity N.S. confirmation of transfer will be communicated to the child's previous school, and appropriate records sought
- Pupils transferring from Holy Trinity N.S. to a Post Primary school will have their records forwarded on receipt of confirmation of enrolment and the written permission of the parents.

Communication with Parents:

On amalgamation the school reminded the parents of the contents of the NEWB information booklet "*Don't Let Your Child Miss Out*". Parents of new children are informed on enrolment.

Promoting Attendance:

The school promotes good attendance by;

- Creating a safe and welcoming environment
- Ensuring children are happy
- Displaying kindness, compassion and understanding
- Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early

National Education Welfare Board:

The Education Welfare Officer is informed if;

- A child is expelled
- A child is suspended
- A child has missed more than 20 days

The NEWB is furnished with the total attendances in the school year through the Annual Report Form.

Evaluation:

The success of any Attendance policy is measured through;

- Improved attendance levels
- Happy confident well adjusted children
- Positive parental feedback

- Teacher vigilance

Implementation/Ratification and Review:

This policy will be reviewed again in 2017.

References:

Don't let your Child Miss Out - NEWB 2004
Education Welfare Act 2000
Section 29 Education Act

Ratified by _____
Chairperson BOM

Date: _____