



Attendance Policy

The Board of Management of the school sets out herein, the attendance policy in accordance with the Education Welfare Act 2000 which contains the following statutory provisions to ensure school attendance

- A statutory obligation on parents to ensure their children attend a recognised school.
- An obligation on schools to register all children in attendance.
- The establishment of the National Educational Welfare Board (NEWB) and the appointment of Education Welfare Officers (EWO).

● School Policy

1. Each child must be registered on the day the child first attends St. Philip's J.N.S.
2. The pupil's name must not be removed from the register unless the pupil is transferring to another school or the principal has received notification that the pupil is registered with the NEWB. In the case of pupil transfer to our school we will notify the original school in accordance with the act. The original school will remove the pupil from its register.
3. If, however, a child misses 20 consecutive days, they must be removed from the school register as per DES & TUSLA guidelines.
4. It is the policy of the school to communicate to a school, to which a pupil is transferring, any problems relating to school attendance which the pupil concerned had and any other appropriate matters relating to his/her educational progress while attending St. Philip's J.N.S.
5. It is the policy of the school to keep a record of the pupil's attendance at school and the reasons for any failure to attend.
6. It is the policy of the school to inform the EWO (when applicable)
 1. When a pupil is absent in excess of 20 school days.
 2. When a pupil's name is removed from the register*
 3. When there are unexplained absences on a regular basis

*Note: If there is no explanation by the parents of the Pupils new address or school.

In the event of 1 and 3 above the EWO will be obliged to consult with pupil, teachers and parents, if the pupil is over 6 years of age.



● Stipulations for Parents

- 1) Prior to registration the school will make parents aware of the school's Code of Behaviour /Discipline policy. Parents will agree in writing to this code. The Code of Behaviour specifies standards of behaviour and measures to be taken if a pupil fails to comply with the school's code. The policy is available on the schools website.

- 2) Parents are required to notify the school of the reasons for a pupil's absence. The following procedure should be followed:
 - The parent should communicate with the school if their child if he/she is absent for one day. (Any notes received will be recorded on Aladdin)
 - The parent should ring or send a doctor's cert to the school if a pupil is absent more than one day.
 - Upon the pupil returning to school it is **best practice** for a parent/guardian to make contact with the child's teacher in case they may have missed any important notes, forms or newsletters concerning their child. Parents can contact teachers through Aladdin Connect
 - An Absence Notebook is kept in the office in which the secretary normally takes note of all phone calls relating to pupil absences. Absences will also be recorded on Aladdin.

● Strategies to promote attendance

In keeping with the school's vision statement, which promotes an ethos respecting the dignity of each child, the school encourages children's full participation and attendance in the life of the school. It is for this reason that the following strategies/ programmes are in place in St. Philip's J. N. S. to foster regular attendance.

Strategies

1. Open communication between staff and parents is encouraged in line with the schools' Communication policy.

2. In consultation with the principal, deputy principal & set team, class teachers consult and provide a list of children at risk of non attendance and early school leaving. This group informs our target list for our DEIS plans; attendance strategies, care team meetings, HSCL involvement & SCP involvement.



St. Philip the Apostle Junior School
Attendance Policy

3. Each Mainstream Class Teacher is requested by the Principal to bring any pattern of absences or late entries for any of their pupils to the attention of the School Attendance Team. If there is a trend of unexplained absences contact is made with the parents concerned. This task is shared by the Deputy Principal (Attendance Coordinator) and Principal. Parents are on occasion requested to attend the school to discuss the matter if necessary.
4. The Principal and Deputy Principal (Attendance Coordinator) will also liaise regularly with the HSCL Coordinator and decide when a visit to a family by the HSCL Coordinator is appropriate.
5. Postholders with responsibility for Attendance shall coordinate a weekly meeting with the HSCL Coordinator to track attendance, take any interventions necessary and plan for events that seek to promote and improve attendance.
6. Parents will be notified by Aladdin when a child has accumulated 10 or more days of absence.
7. Parents will be notified by Aladdin when a child has reached 15 days of unexplained absence and further interventions will be put in place. E.g. HSCL call, meeting with Attendance Co-Ordinator or contact from Educational Welfare Officer & TUSLA letter.
8. Every month, the class in each stream with the best % attendance shall be rewarded an Attendance Trophy to keep in the classroom for the month. The results will be on display in the corridor.. At the end of each term the overall best class for attendance shall be rewarded with a pizza party and their photo will be displayed on school website.
9. Since 2016, Attendance Drive week is coordinated in November and June to encourage good attendance. These are months where there is a trend in dipping attendance. Attendance Drive week coincides with Friendship Week and Active Week. Special activities are planned to encourage full attendance during the week and beyond. As these weeks appear to be successful, our new 3-year DEIS plan has identified the need for a new attendance drive week in February.
10. The School Attendance Noticeboard shall celebrate positive events and developments in relation to school attendance.



11. The School's DEIS interventions seek to promote and improve school attendance with the aim to encourage children to want to come to school;
- Musical Mondays with Ukulele lessons with Sheilagh Fox.
 - GAA with St. Perergrines (Nicole)
 - Ballet with Clare Connolly
 - Homework Clubs; Mountview Resource Centre and SCP
 - Breakfast Club; SCP
 - After school clubs; e.g. basketball, lego, yoga, art- Teachers from the school.
 - Free play Friday/ Golden time; in class every Friday.

● Programmes and Resources used to promote school attendance

- S.P.H.E.
- Code of Discipline.
- The Home School Community Liaison programme
- School Completion Programme

● Review

(a) Roles and responsibilities:

- It is the role of each class teacher to implement this policy within their own class and practice
- The Attendance Coordinator will monitor the progress of the plan.
- Any feedback, concerns and challenges should be reported to the Attendance Coordinator. It will be then arranged to discuss any issues and possible solutions at a staff meeting.
- The Attendance Team will act as mentors and planning leaders to the staff.

(b) Timeframe

The updated Attendance Policy will be implemented on ratification by the Board.

● Ratification & Communication

Following ratification by the Board of Management, this policy will become an integral part of our curriculum and will be available to parents to read in a written document kept in the Principal's office.



● Role of the Board of Management

The Board of Management is supportive of the Attendance Coordinator, Attendance Team & Staff in coordinating and monitoring an Attendance Policy within the school. This policy will be reviewed and revised on a regular basis.

This plan was presented to the Board of Management on the 14th December 2022. The plan was reviewed and ratified on this date.

Signed: Fergus Hamill
Mr. Fergus Hamill
Chairperson BoM

Date: 14th December 2022

Signed: Ruth Molloy
Mrs. Ruth Molloy
Principal

Date: 14th December 2022