

St. Patrick's SNS, Corduff

Attendance Policy

Reviewed in line with the Education (Welfare) Act 2000 and Tusla Guidelines

Updated September 2025

1. Rationale

At St. Patrick's SNS we strive to provide a secure, happy and inclusive environment in which every child can avail of meaningful learning experiences. We recognise that regular attendance is central to school success and that irregular attendance can disrupt learning.

This policy was developed in consultation with parents, teachers, and the Board of Management to foster an appreciation of learning, emphasise the importance of regular attendance, and ensure compliance with the Education (Welfare) Act, 2000.

2. Legislative Context

This policy complies with:

- Education (Welfare) Act, 2000
- Children First Act, 2015
- Tusla Education Support Services (EWS)
- Education Act, 1998 and Equal Status Act, 2000

Schools must keep a record of all pupil attendance and absences, inform Tusla when a pupil has missed 20 days or more in a school year, and report concerns about patterns of absenteeism.

3. Aims

- To promote a positive attitude to learning and attendance.
- To raise awareness among pupils and parents of the importance of good attendance.
- To encourage full attendance and punctuality.
- To identify pupils at risk of early school leaving.
- To comply fully with statutory requirements under the Education (Welfare) Act 2000.

4. Whole-School Strategies to Promote Attendance

- From the beginning of school in 3rd class, children are made aware of the importance of good attendance.
- Breakfast Club (from 8:20am) and daily hot lunches support pupil well-being.
- After-school activities (sports, choir, dance, homework clubs) encourage participation.
- Roll call is taken at 10:30am daily and recorded electronically on Aladdin.
- Attendance Awards: Certificates/medals are presented each term.
- Children arriving late are welcomed. Persistent lateness is addressed with parents.
- Attendance is reported to parents at PT meetings and in end-of-year reports.
- HSCL and School Completion Programme support families with attendance needs.
- SPHE programmes (eg. Stay Safe, Walk Tall, Circle Time) promote well-being and attendance.
- Anti-Bullying Policy supports safe learning.

- Early collection is permitted only with the Principal's permission.
- Tusla is notified automatically at 20 days' absence.

5. Strategies in the Event of Absences

- An absence is recorded when a child is not present at roll call.
- Parents/Guardians must explain absences via Aladdin App, phone call, or written note.
- Text notifications are automatically sent at 10, 15, and 20 days of absence.
- At 20 days, a mandatory report is made to Tusla Educational Welfare Services.
- HSCL Teacher may arrange home visits for cases of concern.
- If a child is believed to have transferred to another school, the school follows up until confirmation is received.

6. Success Criteria

- Increased number of pupils receiving attendance awards.
- Reduction in referrals to Tusla EWS.
- Improved attendance patterns in identified families.
- Positive feedback from staff and parents.

7. Roles and Responsibilities

Role	Responsibilities
Principal	Ensures this policy is published on the website; presents awards; promotes a welcoming environment; oversees implementation.
Attendance Post Holder	Reports relevant cases to Tusla EWS; maintains electronic records; phones to support parents to improve children's attendance, regularly meets children with attendance issues; liaise with HSCL regarding families where absenteeism is a concern; coordinates recognition of full attendance.
Class Teacher	Takes roll call daily; welcomes children; provides a positive environment; communicates with parents about attendance; stores absence notes.

HSCL Teacher	Conducts home visits to support families where absenteeism is a concern.
School Completion Programme Coordinator	Tracks attendance; engages with parents; provides supportive programmes (Breakfast Club, Homework Club, after-school activities).
School Secretary	Follows up where a child may have transferred to another school. Informs class teacher and records on Aladdin if parents phone to report a child absent.
Parents/Guardians	Ensure daily attendance unless absolutely necessary; provide explanations for absences; attend meetings about attendance.
Tusla Educational Welfare Officer	Follows up on referrals; provides guidance and interventions for families.
SEN Team	Supports pupils with identified needs to reduce barriers to attendance.

8. Implementation

This policy will take effect from: _____

9. Review

This policy will be reviewed annually by the Board of Management, Principal, and staff, and updated as required by legislation or Tusla guidelines.

10. Ratification & Communication

This policy was ratified by the Board of Management of St. Patrick's SNS on _____.

It is available on the school website and on request from the Principal.

Signed: _____

Chairperson, Board of Management

Date: _____