

PRIMROSE HILL NATIONAL SCHOOL

SCHOOL ATTENDANCE POLICY

The aims of the attendance policy in Primrose Hill N.S. are to:

- Encourage pupils to attend school regularly and punctually.
- Share the promotion of school attendance amongst all in the school community.
- Inform the school community of its role and responsibility as outlined in the Education Welfare Act (hereafter The Act)
- Identify pupils who may be at risk of developing school attendance problems.
- Ensure that the school has procedures in place to promote attendance/participation.
- Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- Identify and remove, insofar as is practicable, obstacles to school attendance.

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored.
- School attendance statistics/issues are reported as appropriate to:
 - The Education Welfare Board / TUSLA (hereafter TUSLA)
 - The Education Welfare Officer
 - The Board of Management

Punctuality

School is open from 8:30 a.m. and children are required to be in their classrooms not later than 8:50am. All pupils/teacher/staff are expected to be on time. The school will contact parents/ guardians in the event of pupils being consistently late. The Principal is obliged under The Act, to report children who are persistently late, to TUSLA.

Guidance for Parents

Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should be emailed to the school office at phns1814@gmail.com or on a separate page or sheet of paper to the child’s class teacher. If a child is absent, when the child returns to school s/he should give/send a written note to the class teacher which contains the child’s name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school. The school will contact parents when a written explanation for the child’s absence is not received by the school.

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance.
- Notifying the School if their children cannot attend for any reason.
- Working with the School and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support/approve of school attendance;
- Discussing planned absences with the school.
- Refraining, if at all possible, from taking holidays during school time
- Showing an interest in their children's school day and their children's homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children, a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc.), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Notifying, preferably in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Pupils' responsibilities:

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

Strategy for promoting good school attendance

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- The assistance of the Education Welfare Officer will be utilised.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.

- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

Class Teacher

The class teacher will:

- Maintain the school roll-book in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Check with the pupil regarding whether they have a written explanation for any unexplained absences or not.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Record/Communication

Subject to the restrictions of the Data Protection Act, attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we receive written notification of transfer and request for same. Attendance, behaviour and academic records of children who transfer to Primrose Hill NS from another primary school will be sought directly from the previous school.

Signed

Signed

Reverend S Neill

C Flood

Chairperson, Board of Management

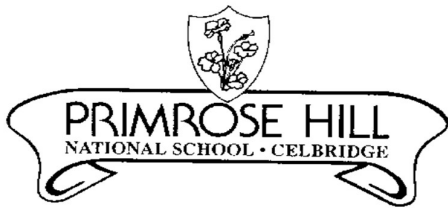
School Principal

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Appendix 1 – 20 DAYS +



**Primrose Hill N.S.
Hazelhatch Road,
Celbridge,
Co. Kildare.
W23 YE97**

**Tel: 01- 6273168
Fax: 01- 6274374
Email: phns1814@gmail.com**

Date

Mr & Mrs xxxxxxxxxxxx
XXXXXXXXXXXX
XXXXXXXXXXXX
Co. Kildare

Dear Mr & Mrs Xxxxxxx

I am writing to you regarding Xxxxx's attendance at school.

Ben has been absent for xxx days since (start date of school year) (as of xxxxxxxxxxxx). In line with TUSLA's strategy on school attendance, should your child reach 20 days' absence we will be obliged to submit this information on the next School Attendance Returns to TUSLA.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education, whichever comes later. When your child is absent, you as parent must let the school know the reason for the absence every time. It is school policy that you do this in writing.

If you wish to discuss Xxxxx's attendance, please contact the school to arrange an appointment to meet with XXXxxx or myself, as soon as possible.

Thank you for your co-operation in this matter.

Yours sincerely

Caroline Flood
Principal