

Ovens National School

Attendance policy.

Attendance.

The Education Welfare Act 2000 promotes school attendance and Section 17 of the legislation states that it is a statutory obligation on parents to ensure their child attends a recognised school, once registered in the school. Furthermore, where a child is absent from the school, the parent is required under the Act to notify the principal of the school of the reason for the child's absence. The act states that the relevant authorities will be informed of pupils who have been absent for twenty school days or more (this includes illness, holidays outside school holidays etc.).

Encouraging Good Attendance:

'Don't let your Child Miss Out' information is given to every family on our open day. Parents are discouraged from taking holidays during school time and it was agreed that work would not be sent home with children, to do while they are on holiday. Teachers should not do anything to facilitate parents taking children on holidays during school time. Children with good attendance records may be praised at the last school assembly of the year.

Teachers are asked to send names of children they deem at risk re: attendance to the principal. This is to ensure that the principal is aware of poor attendees and he/she should check attendances regularly on Aladdin.

Role of school:

- Keep a register of the students attending school.
- Praise children who have good attendance records
- Establish close contacts with families
- Promote good behaviour/good attendance.
- Co-operate with the child and family agencies.

Role of Parents:

- The parent of a child shall cause the child concerned to attend a recognised school on each school day.
- Where a child is absent from the school where s/he is registered, the parent of the child is required under the Act to notify the school of the reason for the child's absence. Letters from the parents concerning illness and doctors' certificates will be kept on file in the school for one year. Written permission from a parent is necessary for a pupil to leave the school for any reason during school hours. In that case the pupil must be collected at the office or the classroom. Parents/Guardians must sign a 'Sign Out Form' if a child is taken out of school during the day, even if they are to return later.

- If a child has missed 10+ days a letter may be sent to the parents stating same and informing them again of the consequences under the Education Welfare Act 2000 of missing 20 days or more.

Role of Child and Family Agency (Tusla):

- Responsibility for ensuring that every child attends school regularly.
- Advises government on school attendance and education provision
- Employs Education Welfare Officers at local level.
- Monitors school attendance.
- Maintains a register of children not attending a recognised school
- Collects data on school attendance/non attendance, suspensions and expulsions.
- Intervenes in relation to proposed school expulsions

Role of Principal:

- To inform the relevant authorities in writing, where a student is absent in excess of twenty school days in a school year, where a student is suspended for a period in excess of 6 school days, where a student's name is removed from the register or where, in the opinion of the Principal, the student is not attending regularly.
- Informs the Board of Management of school attendances.
- Communicates to a school, to which a student is transferring any problem relating to school attendance and other appropriate matters relating to the child's educational progress.

Admission/Dismissal

School opens at 9.20am and pupils are expected to attend school regularly and punctually. Although often times it is factors outside their own control that cause children to be late it is important that they are encouraged to be punctual. The letter L for late may be written in rolla if a child isn't coming to school on time on regularly. If children continue to be late the principal will ring parents or organise a meeting with them. Dismissal time is 3.00pm except for infants who are dismissed at 2.00pm. Children in Junior Infants are left home at 12.00pm for their first few days in school to help them adjust. There is no supervision in the playground before 9.00pm or after 3.00pm. It is essential that parents/carers be at the school promptly at finishing times to collect their children. If parents/carers are consistently late collecting children when school finishes, the principal will contact them and if the situation doesn't improve then it will be brought to the attention of the Board of Management.

In the interest of safety:

- Pupils who cycle to school must get off their bikes at the school gate.

- Junior and Senior Infants are collected at the front gate or outside their classroom doors. In the event of a change of person designated to collect your child, please inform the school beforehand.
- All others wait at the school gate (1st - 6th classes).
- Our first break is from 11.00 to 11.15. Lunch break is from 1.05pm to 1.30pm. No child is allowed outside the school gates during break periods (break times may be altered from time to time e.g. to facilitate health & safety during Covid 19 Pandemic).

Reviewed in February 2021.

Signed: 
