

ST. PATRICK'S JUNIOR N.S. ATTENDANCE POLICY

Introductory Statement

This policy was revised and updated by the school staff in March 2017 and in February 2023. It will be presented to the Board of Management for ratification and will be circulated to parents.

Rationale

This policy was drafted by the school to comply with the requirements of the Education Welfare Act 2000 (Section 22).

The school further wishes to ensure that each child will get an opportunity to realise his/her potential and regular attendance at school is a prerequisite of this.

Regular attendance is recognised as a priority by the staff.

St. Patrick's Junior National School was allocated DEIS status in 2022 and promoting good attendance is an important part of our DEIS action plan (Refer to DEIS Plan 2022-2025 for further details).

Relationship to Characteristic Spirit of the School

Our vision for our school is that children will develop a sense of personal responsibility and an appreciation of the importance of punctuality and regular attendance in achieving their full potential as learners and individuals.

Aims

1. To promote good attendance.
2. To establish behaviour that will serve children well in the future.
3. To ensure children do not become alienated from the Education System through poor attendance.

Leabhar Tinrimh (Attendance Book). The annual attendance of each individual pupil is automatically recorded in the Clár Leabhar (Register).

- Roll will be called at the same time each day, normally within the first hour after the commencement of the five hour forty minute day (Circular 33/2015)
- If a child is absent at the time of roll call he/she will be marked absent for the day.
- If a child arrives in after roll is called he/she must be signed in to school in the sign in/sign out book in the school office.
- If a child arrives late after attendance has been taken he/she will be marked as late and absent at the time of the roll call and the number of minutes late can then be recorded on the Aladdin system.
- In the event of a late arrival parents should notify the school on Aladdin Connect.
- Parents should record pupil's absence on Aladdin Connect, these absence records will be retained by the school electronically on Aladdin.
- After 15 days the school will inform parents in writing of their child's absence.
- Once a child has reached 20 days absences this will then be reported to Tusla (Child and Family Agency).
- In the event of a class teacher being absent the substitute teacher will inform the principal of the attendance and the principal will call the roll.
- In the event of the principal being absent the substitute teacher will inform the school secretary of the attendance for that day. The school secretary will then record the roll on Aladdin.

Tusla

The Education Welfare Officer is informed if:

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

- Referral to Tusla's Educational Welfare Services

Re-engaging students

- Make parents aware of their statutory duties re Education Welfare Act.
- We will communicate this each September and to new admissions.
- It is our policy not to set homework for a child who is absent.
- After 15 days we will inform parents in writing of their child's absence. Once a child has reached 20 days absences this will then be reported to Tusla.
- In the event of prolonged unexplained absences the school may request a meeting with the parents of the child to try to identify and remove any barriers to attendance.

Transfer to another school

- Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.
- When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

Procedures in relation to removal from register/transfer from another school

We are aware of procedure re transfer and removal from register, we follow directives.

In accordance with circular 33/2015

- Schools using an electronic system must ensure that it provides that a pupil's name will be recorded as removed from the roll on the electronic system on the next school day following 20 consecutive absences.

- Support the attendance plan for students who have difficulty in attending school on a regular basis.
- To support students on return when they have missed periods of schooling.

Parents

Parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open unless there is a genuine reason not to attend (Section 17 of Education Welfare Act 2000)

- To set high standards for their child in relation to attendance and punctuality.
- Engage with the school if there is a problem about their child's attendance and support plans to address the problem.
- Ensure that their child regularly attends and arrives at school on time.
- Avoid taking their child out of class unless there is a serious reason.
- Parents are strongly discouraged from taking students on holidays during term time.
- Parents are required to notify school on Aladdin Connect of reason for all absences.

Success Criteria

- Roll Book indicating high levels of attendance will show success of policy.
- Positive feedback from staff and parents.
- Reaching targets set in our DEIS action plan.

Timeframe for Implementation

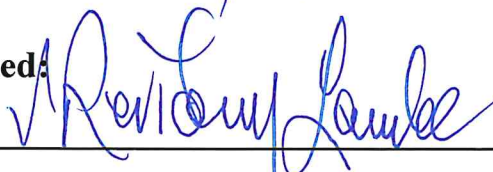
- The policy will be implemented on ratification by the Board of Management

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

Junior N.S. on

7/3/2023

Signed:



Chairperson, Board of Management