



## School Attendance Strategy / Policy

### **Introduction:**

Changing social habits and patterns necessitated the updating of the schools attendance policy.

### **Rationale:**

The main factors contributing to the formulation of a revised policy could be summarized as follows:

- a) The changing fabric of society
- b) The influx of non-nationals
- c) The roll of the H.S.E.
- d) Levels of disadvantage
- e) Legislative requirements such as the Education Welfare Act 2000
- f) Changing attitudes to education

### **Aims and Objectives:**

- The revised policy is geared towards
- Encouraging full attendance where possible
- Identifying pupils at risk
- Promoting a positive learning environment
- Enabling learning opportunities to be availed of
- Raising awareness of the importance of school attendance
- Fostering an appreciation of learning

### **Compliance with School Ethos**

This policy compliments the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

### **Roles and Responsibilities:**

All staff has an input into the implementation of the policy. Class teacher's record individual patterns of attendance and the school office staff make returns to Tusla.

### **Policy Content:**

#### **Recording**

Individual school attendance is recorded in the Leabhair Rolla of each class and class date is recorded in the Leabhair Tinreamh. All children attending and data on parents are recorded in the school register.

P.O.D. - Student details & transfers.

A note from parents/guardians is required to cover each absence and these are dated and kept in a central location (school office). Parents are made aware of the requirements of Tusla particularly the bye law relating to absences of more than 20 days per school year.

### **School Strategies:**

- School attendance in the initial years was poor but has since been steadily improving. Staff remains vigilant so that at risk students are identified early. At risk students can be categorised as those who miss more than 5 days in a 20 day period without an accompanying note of explanation from parents/guardians. Appropriate contact takes place between school and parent/guardians either via letter / note in the homework diary / phone call when this occurs. A meeting between parents and Principal may be set up if deemed necessary. Absences of more than 20 days are automatically referred to the Education Welfare Officer.

### **Communication with other Schools**

When a child transfers from Ardee Educate Together N.S. to another school, schools records on attendance, academic progress etc. will be forwarded on receipt of written notification of the transfer.

When a child transfers into Ardee Educate Together N.S, confirmation of transfer will be communicated to the child's previous school, and appropriate records sought.

Reports on pupils transferring from Ardee Educate Together N.S. to a Post Primary school will be forwarded on receipt of confirmation of enrolment.

P.O.D - all information will be updated on P.O.D.

### **Communication with Parents**

The school also informs all parents of the implications of non-attendance as per the Education Welfare Act 2000. This information is disseminated by regular school circulars. Parents of new children are informed on enrolment.

### **Promoting Attendance**

The school promotes good attendance by:-

- Creating a safe and welcoming environment
- Ensuring children are happy
- Displaying kindness, compassion and understanding
- Being vigilant so that risks to good attendance such as disadvantage, bullying, etc. are identified early
- Rewarding good attendance with certificates.
- At the end of each month Attendance Certificates are given to all pupils who have full attendance for the month.
- At the end of June trophies are presented in each class for Best Attendance of the School Year.

### **National Education Welfare Board**

The Education Welfare Officer is informed if:

- a) A child is expelled
- b) A child is suspended
- c) A child has missed more than 20 days

Tusla is furnished with the total attendances in the school year through the Annual Report Form.

**Evaluation:**

The success of any Attendance policy is measured through

- Improved attendance levels
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance

**Implementation/Ratification:**

This policy has been in operation in A.E.T.N.S. since January 2005.

**References**

1. Education Welfare Act 2000
2. Section 29 Education Act

This policy was ratified by the Board of Management January 2005 & reviewed.

Signed: \_\_\_\_\_

Joe Power, Chairperson.

Date: \_\_\_\_\_