

## **Title**

*Attendance Policy*

## **Introductory Statement**

This policy was revised in January 2015.

## **Rationale**

This School Attendance Policy was formulated to comply with the Education Welfare Act (2000) 22, 21(6); it is anticipated that it will also promote a positive attitude to school attendance.

## **Aims**

1. To achieve good attendance throughout the school
2. To ensure that children reach their full potential through maximum attendance
3. To promote the educational benefits of maximum attendance among pupils and parents
4. To promote punctuality in attendance

## **Relationship to the Characteristic Spirit of the School**

Our school aims to promote the full and harmonious development of each individual pupil; intellectual, physical, cultural, moral and spiritual. Through regular and punctual attendance at school, children will maximise their opportunities to achieve this.

## **Guidelines & Structures**

The following guidelines and structures are in place to promote regular and punctual attendance.

- We reward pupils with full school attendance records at the end of each academic year at a school assembly
- We endeavour to identify, at an early stage, any pupil who is at risk of developing school attendance difficulties

- We monitor students who are regularly absent and make contact with parents where concerns arise
- A record of absences is kept
- Pupils who are late to school will need to be signed in.
- When a pupil is late on five mornings in a term, a letter will be sent home
- The importance of full attendance is regularly highlighted to parents
- A copy of the Attendance Policy will be included in the Enrolment Pack which parents will receive upon enrolment of their child
- The Education Welfare Act (2000) states that parents must notify/explain if their child is absent from school. This notification and reasons for the absence should be given to the school in writing upon the child's return to school. Cumulative absences of 20 days or more in any given school year will be reported to the Education Welfare Board in accordance with the requirements of the legislation in this matter.
- Teachers retain explanatory absence notes on file until the end of that school year. The notes of any child who has reached 20 days absence will be passed to the School Principal, who will, in turn, inform the Education Welfare Board. Other explanatory notes will be shredded at the end of the school year.
- Attendance records are kept in the school by the Deputy Principal and a return is filed to the Education Welfare Board annually.

### Success Criteria

Attendance will be monitored from year-to-year.

### Timeframe for Implementation

This policy will take immediate effect.

### Timeframe for Review

This policy will be reviewed if deemed necessary by the Board of Management, Principal and/or Whole Staff of St. John's National School or in the event of national legislation changing on this matter.