

ATTENDANCE

There is a very strong tradition of good attendance in An Mhodhscoil, which can be viewed in the context of an overall school year average of 95% pupil attendance.

However the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. Quite simply, children cannot learn if they are not in school. The following strategies have been put in place to help foster an appreciation of learning and good 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.) Children deemed at risk will be registered with the National Educational Welfare on-line and their attendance regularly recorded.

Encouraging Good Attendance:

Parents will be sent a reminder letter in early January on the importance of punctuality and regular attendance in school.

- End of Term Award
- End of Year

Parents will be discouraged from taking holidays during school time.

Planned school work will not be assigned for the duration of the holiday period.

The onus will rest with the parent to familiarise his/her child fully with the school work missed during the period of the holiday, on the child's return to school.

Teachers are asked to send names of children they identify with poor attendance to the Deputy Principal.

This is to ensure that the Deputy Principal is aware of poor attendees.

Role of Parents:

- The parent of a child shall cause the child concerned to attend school on each school day
- Where a child is absent from the school, the parent of the child is required under the Act to notify the school of the reason for the child's absence. Letters from parents concerning illness and doctor's certificates will be kept on file in the school for one year. If a child has missed more than 20 days notes relating to that child will be given by the class teacher to the deputy principal at the end of the school year. Information on children who have missed 20 plus school days will be forwarded to the Education Welfare Board in accordance with the rules and regulations of the DES.
- 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 main door beside the office.

- Children who are a danger to themselves and others need a doctor's certificate of fitness to return to school.
- A child who is unwell should in the interest of their fellow pupils, be kept at home until well enough to return to school.

Role of the Deputy Principal:

Liaise with class teachers to monitor reasons for absences/lateness/early collection.

Liaise with parents of pupils who have missed fifteen days to encourage improved attendance.

To inform the Education Welfare Board 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/Deputy Principal the student is not attending regularly.

To inform the Board of Management of school attendance.

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.

ROLLA

The number of pupils present in class will be recorded electronically in the school's Student Information System, Aladdin, prior to 10am each day.

The Deputy Principal should be notified if there is any change in the number of pupils on the class roll.

Pupils have to have a note signed by their parents to explain any and all absences.

The Deputy Principal monitors information regarding frequency and duration of multiple absences via the school's electronic Student Information System, Aladdin.

A record of the reasons for and the number of days missed by pupils who have a history of bad school attendance shall be kept by the vice-principal.

Role of Teacher:

Call the roll daily and record attendances and absences on Aladdin.

Collect and store notes outlining reasons for absences.

Enter reasons for absence on Aladdin.

Role of Deputy Principal:

Register each student on the day the child first attends the school and removes the student's name from the register when the child is transferring to another school or is registered with the National Education Welfare Board.

Collect all relevant documentation Birth Certs/PPS numbers/POD forms for incoming pupils.

Collect information re daily attendance from substitute teachers and enter on Aladdin.

Track attendance daily, view visual Rolla and completed Leabhar Tinrimh, receive alerts on absence, view trends.

Liaise with class teachers to monitor reasons for absences/lateness/early collection.

Liaise with parents of pupils who have missed fifteen days to encourage improved attendance.

To keep a record of the pupil's attendance in the school and the reasons for any failure to attend.

To forward data on absences to the NEWB (the National Education Welfare Board) on five occasions throughout the year.

To forward Annual Attendance Report to Tusla.

To inform the Education Welfare Board 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/Deputy Principal the student is not attending regularly.

To furnish post-primary schools with educational passports of pupils transferring to them each year.

To inform the Board of Management of school attendance.