**Scoil Charthaigh Naofa**

**Roll: 20273A**

**ATTENDANCE POLICY**

**AIMS:**

* To encourage pupils to attend school regularly and punctually.
* To share the promotion of school attendance amongst all in the school community.
* To inform the school community of its role and responsibility as outlined in the Education Welfare Act 2000.
* To identify pupils who may be at risk of developing school attendance problems.
* To promote attendance & participation.
* To develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
* To identify and remove, insofar as is practicable, obstacles to school attendance.

**To the best of its ability the school will ensure that:**

* The importance of school attendance is promoted throughout the school.
* Pupils are registered accurately and efficiently.
* Pupil attendance is recorded daily.
* Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
* Pupil attendance and lateness is monitored.
* School attendance statistics are reported as appropriate to:
* The Education Welfare Board.
* The Education Welfare Officer
* The Board of Management

**Punctuality**

School is open to pupils from 9.10 a.m.. All teachers in mainstream are present in their classroom from 9.10 a.m. Children proceed directly to the Gym between 9.10am and 9.20am. They are supervised a member of the ISM team along with 2 SNA’s. The principal welcomes all children to the school at the front door. When the bell goes at 9.20am classes are escorted to their classroom by their teacher All pupils and teachers are expected to be on time. Pupils in Mochuda are dropped to school by buses at 9.20am. They are escorted directly to their classrooms/ gym area by staff. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under Education Welfare Act 2000, to report children who are persistently late, to the Education Welfare Board.

**Guidance for Parents**

Section [(21) (9)] of the Education Welfare Act 2000 states that: "a pupil's absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved". The school principal cannot authorise a child's absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

**Parents/guardians can promote good school attendance by:**

* Ensuring regular and punctual school attendance.
* Notifying the school if their children cannot attend for any reason.
* Working with the school and education welfare service to resolve any attendance problems.
* Making sure their children understand that parents support and approve of good school attendance.
* Discussing planned absences with the school.
* Refraining, if at all possible, from taking holidays during school time.
* Showing an interest in their children's school day and their children's homework.
* Encouraging children to participate in school activities.
* Praising and encouraging their children's achievements.
* Instilling in their children, a positive self-concept and a positive sense of self-worth.
* Informing the school in writing or by phone of the reasons for absence from school.
* Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
* Contacting the school immediately, if they have concerns about absence or other related school matters.
* Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher. Each teacher has the name(s) of the person(s) who have permission to collect each child. This is updated at the beginning of each school year.

**Pupils**

* Pupils have the clear responsibility to attend school regularly and punctually. Pupils should inform staff if there is a problem that may lead to their absence.
* Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
* Pupils are responsible for passing school correspondence to their parents, on the specified day.

**Our strategies for promoting good school attendance**

A positive approach is taken towards increasing attendance. Scoil Charthaigh Naofa adopts strategies to encourage and develop pride in children for their good attendance.

* Pupil of the Month – attendance considered as part of this award
* Monthly Commendations – may be awarded to children whose attendance is excellent or has shown improvement or have started to come to school on time.
* Incidental stickers and certificates awarded by teachers and principal for attendance and for being on time.
* Praise for good and improved attendance and for being on time.
* Letter written to parents to inform them if their child is approaching 15 days of absenteeism – positively stating the importance of good attendance.
* Letter written to parents if a pattern of late arrival or early collection to school emerges – positively stating the importance of coming to school on time.
* The number of absent days for each child will be recorded on child’s annual school report.
* Certificates awarded during assembly at the end of each term for those children who have missed 3 days or less.
* The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
* The school will promote development of good self-concept and self-worth in the children.
* Support is provided for pupils, who have special educational needs are in place in accordance with Department of Education & Skills guidelines.
* The assistance of the Education Welfare Officer will be utilised.
* The attendance rates of pupils will be monitored by the class teacher in the first instance and the class teacher will notify the principal of any concerns regarding the attendance of any child.
* Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

**Deputy Principal**

The Deputy Principal in consultation with the Principal will:

* Ensure that the school register of pupils is maintained in accordance with regulations.
* Inform the Education Welfare Officer:
* If a pupil is not attending school regularly.
* When a pupil has been absent for 20 or more days during the course of a school year.
* If a pupil has been suspended for a period of six or more days.
* When a pupil's name is removed from the school register.
* Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
* Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff

**Class Teacher**

The class teacher will:

* Maintain the online Aladdin school roll-book in accordance with procedure.
* Keep a record of explained and unexplained absences.
* Contact parents in instances where absences are not explained in writing or by phone.
* Promote a reward system for pupils with exceptional attendance.
* Encourage pupils to attend regularly and punctually.
* Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

**Record/Communication**

Subject to the restrictions of the Data Protection Act attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we receive written notification of transfer. Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school. Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school, if requested, once enrolment has been confirmed.

Scoil Charthaigh Naofa uses “Aladdin” to record information about all pupils including absences, late arrivals and early collections. The principal has access to this information, is able to check on pupils regularly, print out individual attendance records and submit these as part of communicating with parents & guardians if there are any concerns.

**Ratified by the Board of Management on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This policy has been reviewed and examined in May 2018 with reference to our Data Protection Policy and the implications of this policy have been addressed. Please refer to our Data Protection Policy.

This policy was reviewed in September 2025