



Presentation Primary School Bandon



School Attendance Policy

Introductory Statement

This policy was formulated by the staff and BOM in consultation with DES, INTO and NEWB guidelines.

Rationale

Presentation Primary School decided to draft an attendance policy because:

1. It is a priority area.
2. The changing fabric of society.
3. It is a requirement under Education Welfare Act 2000.
4. To comply with the National Education Welfare Board guidelines.
5. School needs to encourage pupils to be in attendance.
6. To promote good attendance records..

Relationship to Characteristic Spirit of the School

Our school cherishes all pupils equally and respects the diversity of values, beliefs, traditions, languages and ways of life in society thereby encouraging a positive attitude towards school attendance and punctuality.

Aims

1. To foster an appreciation of learning.
2. To promote positive attitudes to learning.
3. To raise awareness of the importance of school attendance.
4. To enhance the learning environment where children can make progress in all aspects of their development.
5. To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner that encourage pupils to attend school.
6. To comply with requirements under Education Welfare Act 2000/Guidelines form NEWB.
7. Identify obstacles to school attendance and remove where possible.
8. To ensure all absences are explained by means of a note form parents/guardians.

Guidelines (content of policy)

Definition: A parent/guardian is obliged to cause a child between the ages of 6 and 16 to attend a "National School or other suitable School" on each day that the school is open for instruction. Parents/Guardians of an absent child are obliged to inform the school in writing

of the cause of absence (not later than the third day of absence). These dated notes are necessary in assisting in the completion of the NEWB forms, if necessary.

Schools must report to the NEWB:

- A pupils absence of 20 days or more.
- Where the principal is concerned about a pupil's attendance
- If a pupil is suspended or expelled

Parents/Guardians are informed by letter when a pupil has 20 days non-attendance. A meeting may be arranged to discuss the effects that it has on pupil learning. The school must also be informed of half-day absences and the reason why.

School strategies to promote attendance include

Environment:

Every effort is made to create and maintain a safe and welcoming teaching and learning environment.

Late Arrivals:

Pupils should not be made feel uncomfortable if they arrive late. An appointment is arranged with parents/guardians when it becomes an ongoing problem.

Early Intervention:

New parents/guardians are informed of procedures in relation to attendance and the importance of attendance.

Efforts are made to ensure that non-completion of homework, breaches of the code of discipline, school uniform etc., do not impact on attendance. Differentiation in curricular areas is an integral part of each teacher's plan oibre in the hope that each child will achieve to the best of her ability. The school promotes the development of self-concept and self-worth in the pupils. The attendance records of pupils are recorded and monitored by the class teacher/principal. Pupils with a poor attendance record will, insofar as is practical, be supported in an effort to improve their attendance.

Award:

Twice in school year full monthly attendance is encouraged where children are awarded a homework off voucher for success.

Annual presentation and recognition of full attendance/improvement – this is awarded on Open Night held in March each year.

Parents/Guardians can promote good attendance by:

- Ensuring regular and punctual school attendance.
- Notifying the school in writing if their child cannot attend for any reason.
- Refraining from taking holidays during school time.
- Discussing necessary/planned absences with the class teacher/principal.
- Ensuring that appointments are arranged outside of school time when possible.
- Showing an interest in their child's school day, homework and school activities.
- Praising and encouraging their child's achievements.
- Instilling in their child an positive self-concept and self-worth.

Pupils:

- Pupils have a responsibility to attend school.

- Pupils inform the class teacher if they are aware of reasons why they may be absent.
- Pupils must promptly pass on notes to teachers/parents/guardians.

Success Criteria

The success of this policy will be measured through:

- Improved attendance levels.
- Happy, confident, well adjusted pupils.
- Positive parental feedback.
- Staff input and vigilance.
- BOM awareness.
- Improved Academic Performance.

Roles & Responsibilities

Principal

1. Informs parents/guardians at beginning of each academic year of their responsibilities.
2. If their child has to be included in the NEWB report if absent 20 days.

Class Teacher

1. Calls the roll each day at 10.00am. approximately.
2. Maintains the roll book.
3. Keeps a record of explained and unexplained absences.
4. Informs the principal of concerns she may have regarding the attendance of any pupil.

Deputy Principal

1. Maintains the Leabhar Tinrimh and registers and has them up to date and available for inspection at all times.
2. Inspects roll books and completes the relevant NEWB forms.

Success Criteria

Identify some practical indicators of the success of the policy

Timeframe for Implementation

- The recommendations herein are already in place.

Timeframe for Review

This policy will be reviewed annually or if the need arises.

Responsibility for Review

The principal will have the main responsibility for review involving

- Staff
- BOM/DES/NEWB

Ratification and Communication

The policy will be circulated amongst staff, parents and BOM. Any recommendations/suggestions will be looked at in light of guidelines. The policy will be ratified.

Date:

Chairman, Board of Manangement