Carrigeen NS

www.carrigeenns.com

'Promoting full personal,moral and social development in caring Christian communities of learning and teaching.'

Carrigeen National School,
Carrigeen,
Co. Kilkenny.
051-895423
carrigeen.scoil@gmail.com

Attendance Policy

Attached- Statement of Strategy for School Attendance

Introduction

Changing social habits and patterns necessitated the updating of the schools attendance policy. The redrafting was a collaborative school process involving staff and Board of Management, following initial drafting by a representative group.

Rationale

The main factors contributing to the formulation of a revised policy can be summarised as follows:

- To promote and encourage regular attendance as an essential factor in our pupils' learning
- Legislative requirements such as the Education Welfare Act 2000 and the Education Act, 1998
- The role of Túsla
- Levels of disadvantage
- Changing attitudes to education.

Aims and Objectives

The revised policy is geared towards:

- Ensuring that pupils are registered accurately and efficiently
- Ensuring that pupil attendance is recorded daily
- encouraging full attendance where possible
- identifying pupils at risk
- promoting a positive learning environment
- enabling learning opportunities to be availed of

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling



- raising awareness of the importance of school attendance
- fostering an appreciation of learning
- identify pupils at risk of leaving school early
- ensuring compliance with the requirements of the relevant legislation
- developing, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems
- identifying and removing, insofar as is practicable, obstacles to school attendance.

Compliance with School Ethos

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

Roles and Responsibilities

All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance and the school secretarial staff make returns to NEWB. Post holders has responsibility for maintaining the Leabhair Tinreamh.

It is the responsibility of the Principal and staff to implement this policy under the guidance of the school's Board of Management.

Punctuality

School begins at 9.20am. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being *consistently* late. The Principal is obliged under the Education Welfare Act, to report children who are persistently late, to Túsla.

Recording and Reporting Attendance

The school attendance of individual pupils is recorded in the Online Leabhar Rolla (Roll Book) of each class on a daily basis. Class attendance data is recorded daily in the Leabhar Tinrimh (Attendance Book). The annual attendance of each individual pupil is recorded online using *Aladdin Software* together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion, Parents' Names and Parents' Occupations).

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken before 10am each morning. Any pupil not present will be marked absent for the day. A note from parents/guardians is required to explain each absence. Such notes



will be retained by the class teacher. Parents/guardians must also provide a note if a child departs early during the school day. These notes are dated and kept in a central location. Late arrivals and early departures are recorded by the class teacher.

Parents/guardians are made aware of the requirements of Túsla particularly the by-law relating to absences of more than 20 days per school year. They are notified in writing on the end of year report of the total number of absences during the school year. Pupils whose non-attendance is a concern are invited to meet with the Principal and are informed of the school's concerns.

The school must inform Túsla, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more.

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.

Túsla

The Education Welfare Officer is informed if:

- A child is expelled
- A child is suspended
- A child has missed more than 20 days.

Túsla is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.

Whole School Strategies to Promote Attendance

Carrigeen NS endeavours to create a safe, welcoming environment for our pupils and their parents/guardians. Parents/guardians are consulted in drafting and reviewing policies with the aim of promoting a high-level of co-operation among the school community. The teaching staff collaborates in the



planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils.

Traditionally, school attendance is strong in our school. However, the staff remains vigilant so that 'risk' students are identified early. 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 the school and parents/guardians either via a letter or a note in the homework diary when this occurs. A meeting between parents and the Principal may be set up if deemed necessary. ***Absences of more than 20 days may be referred to the Education Welfare Officer.***

New entrants and their parents/guardians are invited to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained. There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.

Our homework policy, drawn up in consultation with parents/guardians, clearly outlines the school's expectations in terms of the quantity of homework assigned and in the quality of homework presented. There is a consistent approach to homework throughout the school.

The calendar for the coming school year is published annually in June and a reminder is published in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.

Pupils are expected to wear the correct school uniform.

Parents/guardians are informed if a child has no lunch, and if one cannot be provided for him/her, the school will provide something.

Strategies in the Event of Non-Attendance

Section 17 of the Education (Welfare) Act (2000), states that 'the parent of a child shall cause the child concerned to attend a recognised school on each school day'.

Section 21 of the Act obliges schools to inform the Education Welfare Officer if a child is absent on more than 20 days in any school year, or if a child does not attend school on a regular basis.

In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child's parents and the Principal of the school) may serve a 'School Attendance Notice' on



any parent who he/she concludes is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment.

Reasons for absence are recorded and reported to Túsla twice during the school year through an online system. An annual report is submitted – not more than six weeks following the end of the school year - detailing the overall level of attendance at the school during that school year.

Transfer to Another School

Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.

When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

Communication

The school has developed a good relationship with the local Education Welfare Officer(EWO) personnel and there is ongoing communication in relation to children who are at risk.

The school works with local groups to promote school attendance. These programmes aim to minimise the risks of irregular or non-attendance and to maximise the opportunities provided to all pupils.

The school maintains communication with local pre-schools and second-level schools in order to make the transition for pupils as easy as possible.

Communication with other Schools

- When a child transfers from *Carrigeen NS* to another school, the schools records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer.
- When a child transfers into Carriheen NS confirmation of transfer will be communicated to the child's previous school, and appropriate records sought
- Pupils transferring from *Carrigeen NS* to a post primary school will have their records forwarded on receipt of confirmation of enrolment.

Communication with Parents

The school communicates with parents and encourages good attendance. 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 notes/texts. Parents of new children are informed on enrolment.



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 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 them 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 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.

Evaluation

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through Leabhar rolla records and statistical returns
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance.

Implementation/Ratification and Review

This policy will be reviewed as necessary.

References:

Education Welfare Act 2000

Education Act 1998

Section 29 Education Act

This policy was ratified by the Board of Management on _____.

Signed: _____ Chairperson of Board of Management

Signed: _____ Principal/Secretary of Board of Management

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling



See attached Statement of Strategy for School Attendance

Statement of Strategy for School Attendance

Name of school	**CARRIGEEN NS**
Address	**CARRIGEEN, CO.KILKENNY,VIA WATERFORD**
Roll Number	**15340i**
The school's vision and values in relation to attendance	**CARRIGEEN NS is committed to providing a learning environment that will foster all children's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance.**
The school's high expectations around attendance	**In so far as possible, we aim to have full attendance from all of our pupils.**
How attendance will be monitored	**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. This will be done through the Aladdin schools system. The principal will use this system to monitor attendance.**

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling



Carrigeen NS

www.carrigeenns.com

'Promoting full personal,moral and social development in caring Christian communities of learning and teaching.'

Summary of the main elements of the school's approach to attendance: • **Target setting and targets** • **The whole-school approach** • **Promoting good attendance** • **Responding to poor attendance**	**The aims of the attendance policy in CARRIGEEN NS are to :** **(1) encourage pupils to attend school regularly and punctually.** **(2) share the promotion of school attendance amongst all in the school community.** **(3) inform the school community of its role and responsibility as outlined in the Act.** **(4) identify pupils who may be at risk of developing school attendance problems.** **(5) ensure that the school has procedures in place to promote attendance/participation.** **(6) develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.** **(7) Identify and remove, insofar as is practicable, obstacles to school attendance,** **(8) Set targets annually for overall school attendance.**
School roles in relation to attendance	**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:** **Túsla.** **The Education Welfare Officer** **The Board of Management**
Partnership arrangements (parents, students, other schools, youth and community groups)	**Parents/guardians can promote good school attendance by:** **Ensuring regular and punctual school attendance.**

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling



	Working with the school and education welfare service to resolve any attendance problems; **Making sure their children understand that parents support/ approve of 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 them 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 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.** **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. Text messaging is also used by the school to communicate with parents.**
How the Statement of Strategy will be monitored	**This Statement of Strategy will monitored by the school principal and deputy principal at monthly meetings.**
Review process and date for review	**June,2018-whole staff review, consultation with Parents' Association and Board of Management**

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling



Carrigeen NS

www.carrigeenns.com

'Promoting full personal,moral and social development in caring Christian communities of learning and teaching.'

Date the Statement of Strategy was approved by the Board of Management	**26th September,2017**
Date the Statement of Strategy submitted to Tusla	**5th October,2017**

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling

