

Attendance Policy



Ethos Statement

Mayo Sligo and Leitrim Education and training board (MSLETB) is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

MSLETB Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the Attendance Policy. MSLETB as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

Link to Mission statement

Coláiste Iascaigh in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

Regular attendance is essential for effective progress in all areas of education. Punctuality is essential for all members of the school community. It is a very important discipline that is vital to the teaching and learning environment in the school.

Content

- Attendance records for all students will be maintained by the School as set out in this Policy.
- Teachers and management will encourage regular attendance by students.
- The School journal, meetings with parents and other occasions will be used to communicate to parents the importance of regular attendance and the negative impact of unwarranted absences.
- Year Heads will notify parents when their child has been absent for 10 days.
- Deputy Principal will notify the NEWB and parents when a child has been absent for 20 days or more. These letters will issue following designated NEWB reporting periods.
- Teachers will discuss attendance records of students with parents/guardians during the course of Parent/Teacher meetings.
- Where unauthorised absences are suspected parents/guardians will be notified as soon as possible.
- The Home/School Liaison Officer will encourage and facilitate regular attendance by children from families with special difficulties or needs. The HSLO will make contact with these families and put in place supports necessary to enable attendance at school.
- The school will recognise students who have excellent attendance at the Annual School Awards each year.

Roles and Responsibilities

Principal

- To ensure that adequate systems are in place to record attendances and absences of students
- To monitor attendance records regularly in collaboration with the Deputy Principal.
- To inform parents/guardians and students of procedures for the notification of absences withdrawal of students from the School
- To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress.

Deputy Principal

- To encourage regular attendance by students.
- To receive reports from Class Tutors/Year heads on issues relating to attendance.
- To monitor and investigate unauthorised absences of students from the School or from classes
- To contact parents/guardians where unauthorised absences are suspected.
- To notify the NEWB and parents when a child has been absent for 20 days or more. These letters will issue following designated NEWB reporting periods.
- To make reports to the Education Welfare Officer as required by the Education (Welfare) Act 2000.

Year Head

- To monitor student attendance regularly
- To note trends in absence records of individual students e.g. Monday or Friday absences and to bring this to the attention of the parents/guardians of the students concerned
- To notify Deputy Principal where unauthorised absences occur or are suspected.
- To notify parents by letter when their child has been absent for 10 days. These letters will issue following designated NEWB reporting periods.

Class tutors

- To conduct a daily roll call
- To monitor student attendance regularly
- To seek and file written explanations for student absences from parents/guardians.
- To receive 'Absence Letters' signed by parents/guardians from students who have been absent and record reasons for absence using the template provided in the roll book.
- To note trends in absence records of individual students e.g. Monday or Friday absences and to bring this to the attention of the parents/guardians of the students concerned
- To notify Year Head/Deputy Principal where unauthorised absences occur or are suspected.
- To liaise with Year Heads on matters relating to attendance records of students.

Teachers

- To take a roll call in every class
- To discuss students attendance records with parents/guardians at Parent/Teacher Meetings
- To impress on students the importance of regular attendance and ensure they understand their responsibility to 'catch up' on work missed during their absence.

Parents

- To ensure regular and punctual attendance of students and avoid unwarranted absences.
- Where possible organise appointments e.g. medical, dental outside of school hours.
- To notify the School in writing of the reason for all student absences.
- To provide to the School reliable contact telephone numbers and alternative 'emergency' numbers so that the School may contact parents/guardians or other authorised parties if necessary.
- Provide a written request if a student is to be withdrawn from school during a school day.
- To adhere to the procedures set out in this Policy for the withdrawal of students from School during the school day.

Students

- Attend school each day in full uniform.
- Be punctual for all classes.
- Provide tutors/year heads with a written explanation of any absences on return to school.
- 'Catch up' on work missed during absences from school.
- Present a written request from parent/guardian to Principal or Deputy Principal before roll call for any absence which requires 'signing out' during the school day.

Administration Office

- To compile a list of absences each day from roll books.
- To send a text message to parents of students who have an unexplained absence.
- To post a list of student absences on the Staff Room notice board for the attention of teachers
- To maintain a record of students withdrawn from school during the school day and their return to the school
- To ensure that when a student is withdrawn from the school, a parent/guardian personally accompanies the student who is leaving the school and signs the appropriate record before the student is withdrawn.
- Record the number of absences on students' end-of-term Report Forms to parents.

Signing In/Out Procedures

Students are required to 'sign in' at the school office in the following circumstances

- If they are late to school and have missed roll call with their tutor. A note from parent/guardian explaining reason for being late is required. Students who are late to school three times will receive detention.
- If they have attended an appointment and are returning to school having earlier signed out.

Parent/Guardians are requested where possible to organise medical or dental appointments outside of school hours. Where this is unavoidable or where a student needs to leave school due to illness the following procedure applies.

- Parents/Guardians are asked to call to the school office. A member of staff will then call the student from class. At no point should a parent call directly to a classroom door.
- Both student and parent are required to sign the 'sign out' book.

Strategies to Encourage School Attendance

- Informing and reminding students and parents of the requirements of the Education (Welfare) Act 2000 in relation to attendance.
- Informing parents through school journal and meetings, of the negative impact of absenteeism on the students' education.
- Celebrate good attendance once a term and at the annual end of the year awards ceremony.
- Homework Club:-providing supervised facilities for homework
- Home School Liaison Officer-Early identification of poor attendance patterns and notification of same to parents.

Monitoring

The Principal will liaise with the Deputy Principal and Post Holders in monitoring the implementation of the policy.

This policy was ratified by the Board of Management at its meeting of

_____ (Date)

Signed _____ Chairperson

Reviewed on _____