

# **St. Peter Apostle S.N.S.                      Attendance Policy**

## **Introductory Statement**

This policy was formulated by parents and staff on 1/11/04. It was reviewed by the Principal Cathal Duffy and some post holders on 19.11.10 and again on 19/01/2015

## **Rationale**

- To comply with Education (Welfare) Act 2000.
- To promote good attendance and engender positive attitudes towards attendance.

## **Relationship to Characteristic Spirit of the School**

Through our vision statement we hope to create an environment where children will partake fully in school life through regular attendance.

## **Aims**

- To promote good attendance and engender positive attitudes towards attendance.
- To foster positive attitudes between home and school regarding attendance.
- To create an awareness in staff, parents and pupils of the Education (Welfare) Act 2000 regarding attendance.
- Through good record keeping the child's attendance will be monitored systematically.
- To create a procedure for dealing with poor attendance.

## **Content of Policy**

### **What is current good practice?**

- Record keeping –roll books, number books and absentee lists
- Rewards for good and improved attendance
- Breakfast Clubs
- Target List, New Way of Working
- Home visits where appropriate
- Communication between home and school re school policy and DES policy
- 3<sup>rd</sup> class induction meetings – includes recommendations and information on attendance issues
- Ongoing monitoring and annual returns are made to TUSLA at various intervals
- Post of Responsibility designated to attendance, Caroline Ni Chathain

### **What is proposed?**

- Importance of full attendance to be outlined at all parent meetings
- Reward system put in place –certificates, Christmas, end of year

- Work with SCP personnel in implementing reward system
- Importance of good attendance highlighted at assembly and periodically on the intercom
- Ongoing monitoring and annual returns are made to TUSLA at various intervals throughout the school year
- Attendance policy to be put in Parents' Booklet

## **Implications of Policy**

### **Role of Teacher**

- The teacher will keep accurate roll book, Aladdin and absentee records
- Be aware of policy aims regarding promotion of attendance
- Liaise with the co-ordinator/New Way or Working Coordinator, Dorothy re attendance issues – rewards, notes from parents, concerns
- Promote good attendance in his/her class
- Patterns of poor attendance will be investigated

### **Role of Pupil**

- Be aware of importance of regular attendance
- Commit to the importance of school attendance
- In by 9 and on the line

### **Role of Parents**

- To instil in children the importance of good attendance
- Be alert that children may not want to attend school if they are being bullied or having difficulty with school work
- Approach school to discuss fears and/or concerns
- Get their child to school on time
- Take holidays outside of school time –they count as absences
- Be familiar with school and DES policies re attendance
- Inform school through notes re absences
- Attend parent-teacher meetings

### **Role of Co-ordinator**

- Keep accurate overall records of pupil attendance
- Monitor child's attendance
- Make written connection with NEWB when a child has missed 20 days or more at various intervals throughout the school year
- Make informal contact with class teacher where there is concern about the pattern of a child's absences
- Liaise with HSCL around families where there is unexplained or continuous absenteeism
- Supervise implementation of in-school strategies to encourage good attendance

### **Role of outside agencies**

- Liaise with co-ordinator and HSCL re attendance

- Encourage and support regular attendance through extra-curricular activities
- Assist children and parents of children who are not attending school on a regular basis
- NEWB will investigate problem attendance

#### **Procedure to be followed by school**

- Attendance Policy is printed in Parent's Booklet
- The co-ordinator will liaise with class teacher where there is a concern around a child's attendance
- If a child misses 20 days or more in a school year a letter will be sent to parents to inform them that their name has been sent to the NEWB
- Ongoing monitoring and returns will be made to the NEWB at various intervals throughout the school year

#### **Success Criteria**

- Attendance % monitored yearly
- Children with poor attendance are brought to the attention of co-ordinator/teacher and appropriate intervention implemented

#### **Roles and Responsibilities**

- Attendance Co-ordinator
- HSCL
- Principal

(All teachers will have an input in monitoring the impact of the policy)

#### **Timeframe for Implementation**

January 2011

#### **Timeframe for Review**

January 2013

#### **Responsibility for Review**

Co-ordinator, HSCL, Parents, staff members

#### **Ratification by B.O.M.**

This policy was ratified by the Board of Management on 25.1.11.

#### **Communication:**

To: - parents, pupils, all staff, B.O.M., outside agencies

By: -Annual introductory letter, induction meeting, parent-teacher meetings, and Parents Booklet