



KILNAMONA N.S.

Policy on Attendance

Introduction

This policy document was drawn up:

- To ensure and maintain a high level of attendance at school by all pupils.

This policy on Attendance was drawn up by The Board of Management, in consultation with staff

Rationale

The policy was drafted for the following reasons:

- The Board of Management wishes to comply with legislation, such as:
 - The Education Act, 1998
 - The Education (Welfare) Act, 2000
- The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.

Relationship to the Characteristic Spirit of the School

Kilnamona N.S. endeavours to enable every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.

Aims

- To raise awareness of the importance of regular school attendance
- To identify pupils at risk of leaving school early
- To promote and to foster positive attitudes to learning
- To ensure compliance with the requirements of the relevant legislation.

Content

Recording and Reporting of Attendance and Non-Attendance

The school attendance of individual pupils is recorded in the Leabhar Rolla (Roll Book) on a daily basis on Aladdin Connect. Class attendance data is recorded daily in the Leabhar Tinrimh (Attendance Book) on Aladdin Connect. The annual attendance of each individual pupil is recorded in the Clár Leabhar (Register), together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion).

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded on Aladdin Connect. The roll call is taken at 10.30am each morning. Any pupil not present will be marked absent for the day. A message from parents/guardians is required to explain each absence on Aladdin. Such messages will now be retained in the pupil's personal file on Aladdin Connect. Parents/guardians must also provide a message on Aladdin if a child departs early during the school day.

Late arrivals and early departures are recorded by the class teacher.

Parents/guardians are informed in writing on the end of year report of their child's attendance 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 the Tusla (Education Welfare Board) in writing, 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.

Whole School Strategies to Promote Attendance

Kilnamona N.S. endeavour 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.

A copy of the school's Attendance Policy is available to view on our website. It is important to develop good attendance habits from junior infants upwards.

The calendar for the coming school year is published annually in May. 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 some food and a drink if possible.

The question of equality of access is addressed through the school's policy on Equal Opportunity and Gender Equity.

Communication

The school has developed a good relationship with the local Tusla personnel and communication in relation to children who are at risk will take place.

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

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 Tusla 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 of Tusla (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 the Tusla on two occasions 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.

Success Criteria

The following will provide some practical indicators of the success of this policy:

- An increase in annual attendance rates
- Board of Management, Staff and parent/guardian awareness of their legal obligations under the Education (Welfare) Act 2000

Roles and Responsibilities

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

Implementation and Review

This policy was implemented following ratification by the Board of Management and communication to the Parents' Association in 2022.

The policy was reviewed in September 2022 after the introduction of the online platform Aladdin Connect in the school.

References

Education Welfare Act 2000

Education Act 1998 Section 29

Don't Let Your Child Miss Out NEWB 2004

Ratification

This policy was ratified by the Board of Management on the 22nd September 2022.

Signed: David Casey Chairperson

Signed: Carmel Hegarty Principal

Date: April 2023