



Attendance policy

Gaelscoil na gCeithre Maol

This Attendance strategy was devised by the Board of management. Our attendance records show that most parents in Gaelscoil na gCeithre Maol make excellent efforts to send their children to school regularly and on time.

Our intention is to create a happy stimulating safe kind atmosphere for all where the unique qualities of every child are nurtured. We recognise the importance of good attendance at school for every child's progress. According to Sections 20 and 21 of the Education (Welfare) Act 2000 schools must maintain a record of attendance or non-attendance on each school day for each student registered. The school must also report children's attendance in certain cases.

The Aims of the Attendance Strategy are to:

- Encourage pupils to attend school regularly and punctually
- Share the promotion of school attendance amongst all in the school community.
- Inform the school community of its role and responsibility as outlined in the Act.
- Identify pupils who may be at risk of developing school attendance problems.
- Ensure that the school has procedures in place to promote attendance/participation.
- Develop links between the school and the families of children who may be at risk of developing attendance problems.
- Identify and remove, insofar as is practicable, obstacles to school attendance,

Parents/Guardian's role

Section [(21) (9)] of the Act states that: "a pupil's absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved". The school principal cannot authorise a child's absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance.
- 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;
- 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.
- Notifying, in writing, the school if their child/children are to be collected by someone not known to the teacher.
- Parents/ guardians/ minders, are asked not to interrupt classes when they come to collect children.
- Parents/guardians are asked to ensure that their child attends school except in the event of illness or for some other genuine reason .

Clárú (Ról na scoile)

- Roll call is at 09.30am. The class teacher records attendance on Aladdin.

- The class teacher keeps a copy of all correspondence relating to absences for the school year. These are sent to the office at the end of the school year or when required. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.
- Parents will be sent for to discuss frequent unexplained absences
- The school must report to the National Educational Welfare Board every time a student has reached 20 days absence cumulatively. This information is submitted to four times a year on designated dates.
- Parents/Guardians are contacted (verbally and in writing) when their child has been absent for 20 days.

Punctuality

School is open from 8.40 a.m. and children are required to be in their classrooms not later than 8.50 a.m. 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 Act, to report children who are persistently late, to the Education Welfare Board.

School strategies to encourage good attendance

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines.
- School Calendar: A copy of the next year school calendar is sent out in May. We expect parent to plan activities and holidays outside of school time.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- We send home a reminder in the September Newsletter about the importance of attendance and attendance is reported at the end of the school year. We write to parents when their child has been absent for 10, 15 and 20 days.
- A special reward system will be introduced for promoting good attendance at school.
- The assistance of the Education Welfare Officer will be utilised.
- 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.
- The positive effects of good school attendance on children's attainment are explained to parents/guardians before the children start school.
- Early Intervention: We inform and emphasise to new parents the importance of good attendance. We explain to parents/guardians the connection between good attendance and their child's progress. We inform parents of the responsibilities of schools and parents under the Education Act (Welfare) and provide information about the leaflet 'Don't Let Your Child Miss Out. (leaflet for parents, NEWB 2004)
- Children who have good attendance are awarded a certificate at the end of the school year. The emphasis is on improved attendance.
- Families who are experiencing economic or personal problems are supported in their efforts to encourage children to attend school.
- Support is given to children who have poor attendance to ensure they keep up with school work.
- The school sends yearly attendance reports to the National Educational Welfare Board.

Record/Communication

Subject to the restrictions of the Data Protection Act attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we

receive written notification of transfer.

Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school once enrolment has been confirmed.

This policy is in operation and reviewed on a regular basis.

Sínithe thar ceann Bhord Bhainistíochta Gaelscoil na gCeithre Maol:

_____ Date: _____