

Attendance Policy

Introduction:

Changing social habits and patterns necessitated the updating of the school attendance policy.

Rationale:

The main factors contributing to the formation of a revised policy could be summarized as follows:-

- a. The changing fabric of society
- b. The influx of non-nationals
- c. The roll of the N.E.W.B.
- d. Levels of disadvantage
- e. Legislative requirements such as the Education Welfare Act 2000
- f. ' Changing attitudes to education

Alms and Objectives:

The revised policy ^{is} geared towards

- Encouraging full attendance where possible
- Identifying pupils at risk
- Promoting a positive learning environment
- Enabling learning opportunities to be availed of
- Raising awareness of the importance of school attendance
- Fostering an appreciation of learning

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 teacher's record individual patterns of attendance and the Deputy Principal makes returns to N.E.W.B. The Deputy Principal has responsibility for maintaining the Leabhar Tinreamh.

Policy Content:

Recording

Individual school attendance is recorded in the Leabhair Rolla of each class and class date is recorded in the Leabhar Tinreamh. All children attending are recorded in the school register.

A note from parents/guardians is required to cover each absence and these are dated and kept in the teacher's classroom. Parents are made aware of the requirements of the N.E.W.B. particularly the bye law relating to absences of more than 20 days per school year.

School Strategies:

- Traditionally, school attendance is strong in our school and has not been adversely affected by social changes. However, staff remain 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 school and parent/guardians either via letter or note in the homework diary when this occurs. A meeting between parents and Principal may be set up if deemed necessary. Absences of more than 20 days are automatically referred to the Education Welfare Officer.

Communication with other Schools

- When a child transfers from **Moycarkey National School** to another school, schools records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer.
- When a child transfers into **Moycarkey National School** confirmation of transfer will be communicated to the child's previous school, and appropriate records sought.
- Appropriate information regarding Pupils transferring from **Moycarkey National School** to a Post Primary school will be forwarded on receipt of confirmation of enrolment.

Communication with Parents

The school circulated the N.E.W.B. information booklet "Don't let Your Child Miss Out" to all parents in February 2005. 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 circulars. Parents of new children are informed on enrolment.

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 at the end of the school year.

National Education Welfare Board

The education Welfare Officer is informed if:

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

Evaluation:

The success of any Attendance policy is measured through

- Improved attendance levels
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance

Implementation/Ratification and Review:

This policy has been in operation in **Moycarkey National School** since September 2005. It will be reviewed again in September 2007.

References

1. Don't let your Child Miss Out — NEWS 2004
 2. Education Welfare Act 2000
 3. Section 29 Education Act
- "Empty Desks" — C.D.U. Mary Immaculate