

## **Four Masters 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.

The Board of Management, in consultation with staff and parents/guardians drew up this Policy on Attendance.

### **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**

Four Masters 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 promote and foster positive attitudes to learning.
- To ensure compliance with the requirements of the relevant legislation.

### **Content**

#### **Recording and Reporting of Attendance and Non-Attendance**

Teachers will fill in their roll on by electronic means using the Aladdin platform daily at 10.20am. When a child misses 15 days of school a text will electronically be sent to the parents electronically. When a child reaches twenty days absent a further phone call will be made and a meeting will be arranged with the parents if deemed appropriate. The principal, deputy principal and class teachers will monitor this. If a child missed twenty days in a school year a meeting will take place between the principal, parents and EWO (if deemed necessary) at the start of the following school year.

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 10.20am each

morning. Any pupil not present will be marked absent for the day. The roll book may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence. Such notes will be retained by the class teacher. Parents/guardians must also provide a note if a child departs early during the school day.

Parents/guardians are informed in writing on the end of year report of their child's attendance record for the year.

The school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, 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**

Four Masters N.S. endeavours 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.

New entrants and their parents/guardians are invited to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained. There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.

The calendar for the coming school year is published annually in early September. 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.

The school awards certificates to pupils who have full attendance or very good attendance during the school year.

Teachers must not be asked to provide a programme of work for pupils who are going on a family holiday during the school term as such holidays are totally against D.E.S. and school policy.

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 the Education Welfare Officer 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 (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 EWB twice during the school year. 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.

### **Communication**

Parents are kept up to date with a child who has a poor attendance record by phone calls, text messages and meetings if deemed appropriate.

The school has developed a good relationship with the local Education Welfare Board (EWB) personnel and there is ongoing communication in relation to children who are at risk.

The school maintains communication with local 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 the Education Welfare Officer 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 (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 EWB five times during the school year. 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. .

### **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.

It is the responsibility of the staff to complete the roll

**Implementation**

This policy will be implemented immediately following ratification by the Board of Management

**Ratification and Review**

It was ratified by the Board of Management on Date: 22/01/2019

Signed: Fr. Thomas Keogan  
Chairperson, BoM