**Attendance Policy**

**Introduction**

While there is a strong tradition of good attendance in ***Glenbeg NS***, changing social habits and patterns require us to monitor attendance and to put strategies in place to counter act poor or irregular attendance. This is in line with The Statement of Strategy for School Attendance:  Guidelines for Schools is provided under statutory instrument of Section 22 of the Education (Welfare) Act 2000.

**Aims and Objectives**

Our aim is to ensure and maintain a high level of attendance at school by all pupils.

* Encouraging full attendance where possible
* Identifying pupils at risk
* Promoting a positive learning environment
* Raising awareness of the importance of school attendance
* Fostering an appreciation of learning

**Compliance with School Ethos**

In ***Glenbeg NS*** we want 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 and punctuality throughout the school year.

**National Education Welfare Board/TUSLA:**

The Education Welfare Officer is informed if:

* A child is expelled
* A child is suspended
* A child has missed more than 20 days.

The NEWB/TUSLA is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line at the end of the school year.

**Current Practices:**

* Individual attendance is recorded daily at 10.00am on Aladdin (the school administration system) and reasons for absences are noted
* Non-attenders must provide a note from parent with reason for absence – a phonecall to the office will not suffice. There are absent notes in the back of the school homework journal. The school keeps a record of all absences, using the following codes as set down by the NEWB/TUSLA:
1. Illness
2. Urgent Family Reasons (eg: Bereavement)
3. Expelled
4. Suspended
5. Other (eg: Holidays, Religious Observance, Emigration)
6. Unexplained
7. Transfer to another school (written confirmation received from other school)
* Attendance is monitored by the class teacher and Principal. If a child is absent for long periods without explanation, parents are contacted by the Principal.
* Parents are discouraged from taking children out of school for holidays during school time. The school calendar is published in June and it is our hope that parents can use this to plan holidays for the coming school year.
* Absences of 20 days or more are submitted to the NEWB/TUSLA at the end of each quarter and parents are informed by letter
* We ask parents to value every minute that the children spend at school. Children should be in school on time and we also request parents not to collect children early, unless for a specific appointment. We use a sign-out sheet for children who arrive after 9.10am – Parents must bring children to the office after this time. If children are collected early by a parent, they must come to the office and sign-out their child before they can go. This enables us to keep a record of such absences and make parents aware of how much time is being missed.
* The class teacher will also monitor punctuality – making note of it on Aladdin at roll call. Lateness is usually not the child’s fault but if a pattern develops he/she will receive a verbal warning, before a letter is sent to parents requesting their cooperation in improving punctuality.  If the problem persists the Principal will then contact parents in an effort to resolve any difficulties.

**Communication with other Schools**

* When a child transfers **from** *Glenbeg NS* to another school, the school will first update the Department of Education and Skills’ Primary Online Database (POD) with the relevant information. The school’s records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer.
* When a child transfers **to** *Glenbeg NS* confirmation of transfer will be communicated via letter to the child’s previous school once POD has been updated, and appropriate records will then be sought
* Pupils transferring from *Glenbeg NS* to a post primary school will have their records forwarded using the 6th class Education Passport in accordance with DES Circular 0027/2015. POD records will also be available.

**Promoting Good Attendance**

***The school promotes good attendance by:***

* Creating a safe and welcoming and happy environment.
* Displaying kindness, compassion and understanding.
* Holding regular and open class-level discussions with the children on the importance of regular attendance and punctuality.
* Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early.
* Encouraging strong home school links so that parents feel free to discuss family problems.
* Publishing attendance policy and reminders on the School Website.
* 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 something.
* Addressing parents at the Parents’ Association AGM and Pre Enrolment parents on the importance of attendance and punctuality.
* Publicly and positively affirming those children who have excellent attendance (3 days or less) with Annual Attendance Awards

***Parents/guardians can promote good school attendance by:***

* Ensuring regular and punctual school attendance.
* Notifying the school if their children cannot attend for any reason.
* Working with the school and education welfare service to resolve any attendance problems.
* Making sure their children understand that parents support and approve of school attendance.
* Discussing planned absences with the school.
* 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
* Contacting the school immediately, if they have concerns about absence or other related school matters.

***Pupils:***

* Pupils have the clear responsibility to attend school regularly and punctually.
* Pupils should inform staff if there is a problem that may lead to their absence.
* Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
* Pupils are responsible for passing school correspondence to their parents, on the specified day.

**Evaluation**

The success of any Attendance Policy is measured through:

* Improved attendance levels as measured through attendance records and statistical returns
* Happy confident well-adjusted children
* Positive parental feedback
* Teacher vigilance.

**Implementation/Ratification and Review**

This policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_. It will be reviewed again in ***November 2020***.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson Board of Management Principal