

# Castleknock Educate Together National School

## Attendance Policy

### Introduction

The National Education Welfare Act 2000 recognises the role of parents in ensuring that each child has maximum attendance at school. At the same time it gives us as a school increased responsibilities and duties in mandatory reporting of absences about which we are concerned, to Túsla, The Child and Family Agency (formerly the National Education Welfare Board).

### Rationale

The teaching staff of Castleknock Educate Together National School recognises the clear and direct relationship between regular school attendance and pupil progress. The staff also recognises that good attendance promotes a positive attitude to school and learning. Parents should be aware of the importance for regular, punctual attendance at school as outlined in the Education Welfare Act 2000.

### Relationship to characteristic spirit of the school

The staff of CETNS hopes to nurture each child to develop their potential in a caring and safe environment. We recognise the importance of regular attendance in helping us to achieve this aim.

### Aims

By the introduction of this Policy, Castleknock Educate Together National School hopes

- To raise awareness of the importance of school attendance on a regular basis.
  - To promote positive attitudes to school and learning amongst students.
  - To ensure that the system of rules regarding attendance and punctuality are implemented in a fair and consistent manner that encourages pupils to attend school.
  - To comply with the requirements of the Educational Welfare Act 2000.

### Student Absence Reports

Schools are required to submit Student Absence Reports four times each year for those students with serious attendance issues that have been identified during the current academic year i.e. students falling within the following criteria:

- A student has been absent from school for a cumulative total of twenty days or more.
- A student's name is to be removed from the school register for any reason.
- A student has been suspended for a cumulative total of six or more days.
- A principal is concerned about a student's attendance.
- The school has expelled a student.

Our school recognises that a good attendance gives each child the best possible start in life and is vital to learning. Absences affect learning and to enable us to make accurate returns and to encourage maximum attendance parents will be required to:

- Give a written explanation to the class teacher for an absence. This explanation should be dated, signed and give a clear explanation for the absence. *These notes will be kept in an attendance record book by the teacher.*
- If the child is to be absent for a prolonged period of time, the parent/ guardian must inform the secretary by phone/ email explaining the reason for absence.

### To encourage maximum attendance

1. If the teacher is not given a written explanation by the parent/ guardian the teacher will send a request home in writing using the approved template. (See attached)

2. Parents will be informed via text message when their child has been absent for a total of 10 days in an academic year. This will be sent automatically from the Aladdin Attendance system used by the school. They will be reported to Túsla if their child is absent for a total of 20 days in an academic year under the Education Welfare Act.
3. The Principal will endeavour to discuss the problem with the parents.
4. Parents will be informed when their child's name and details have been passed on to Túsla.

**To encourage punctuality**

- Our official school day starts at 9 am sharp.
- Students arriving after 9 am sharp will be recorded on the Aladdin system as late.
- Where a child is repeatedly late; the teacher will address this with the parents in writing.
- School finishes at 1:40 for junior students and 2:40 for senior students.
- Students who are not collected on time will be taken to the office where they will wait for their parents/ guardians to collect them.
- Where a child is repeatedly collected late, the teacher will address the issue with the parents in writing. (see attached template)

**To encourage Attendance**

- All students who have completed the first term in full will receive commendation from the principal at assembly.
- All students who have completed the entire school year will be awarded;
  - A gold attendance certificate for 100% attendance record. (see template attached)
  - A silver attendance certificate for 98% - 99% attendance record.

**Ratification of Policy**

This policy has been drawn up in consultation with the principal, teaching staff, parents and BOM of CETNS. This policy was adopted by the Board of Management on 8<sup>th</sup> April 2014.

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

Date: \_\_\_\_\_

Billy Quane

Chairperson of Board of Management

Castleknock Educate Together National School

<p style="text-align: center;"><b>Reminder!</b></p> <p>Dear Parent/Guardian,</p> <p>Your child _____ was absent from school on ___/___/_____. Please note that our Attendance Policy requires that you provide a written explanation for all absences.</p> <p>Signed _____</p>	<p style="text-align: center;"><b>Reminder!</b></p> <p>Dear Parent/Guardian,</p> <p>Your child _____ was absent from school on ___/___/_____. Please note that our Attendance Policy requires that you provide a written explanation for all absences.</p> <p>Signed _____</p>	<p style="text-align: center;"><b>Reminder!</b></p> <p>Dear Parent/Guardian,</p> <p>Your child _____ was absent from school on ___/___/_____. Please note that our Attendance Policy requires that you provide a written explanation for all absences.</p> <p>Signed _____</p>
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Dear Parent/Guardian,

It has come to my attention that there have been \_\_\_\_\_ mornings in the past \_\_\_\_\_ week(s) when your child was late for school.

Please note that school starts at 9.00am sharp. Punctuality in the mornings is essential for giving children time to settle into the school environment and preparing themselves for the day ahead.

Please endeavour to give your child the best start to their day. Should you have any queries please refer to our Attendance Policy or contact me regarding this issue.

Yours sincerely,

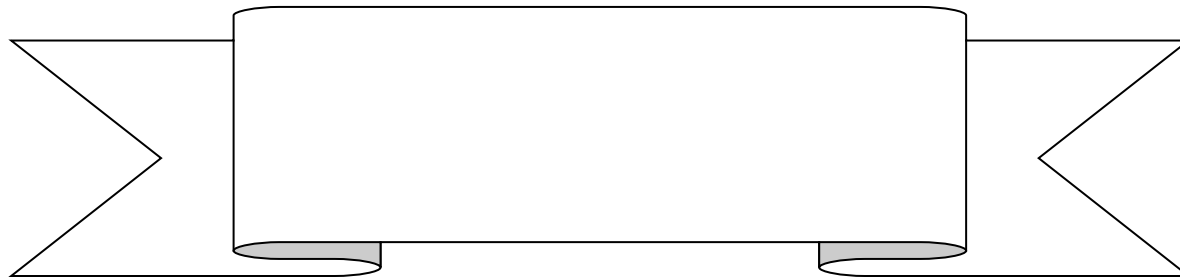
\_\_\_\_\_  
Class Teacher



Presents this

# CERTIFICATE OF ATTENDANCE

to



for completing the year  
with a perfect record of attendance.