

# Monaleen N.S.

## ATTENDANCE POLICY



# **Attendance Policy**

## **Rationale**

Monaleen National School recognises the enormous benefit of good attendance and punctuality to a child's education. This policy is a review of previous policies in light of some changes in procedures around the area of recording and reporting attendance.

## **AIM**

To ensure that Monaleen fosters and encourages a high level of attendance amongst all pupils and that all stakeholders understand our procedures (in line with legislative requirements such as the Education Welfare Act 2000 and the Education Act 1998 and guidance from the NEWB).

## **Objectives**

- To encourage full attendance where possible
- To ensure that pupil attendance is recorded daily
- To identify pupils at risk
- To promote a positive learning environment
- To maximize learning opportunities in our school
- To raise awareness of the importance of school attendance
- To identify and remove, insofar as is practicable, obstacles to school attendance
- To ensure compliance with all relevant legislation around attendance and GDPR

## **Relationship to School Ethos**

Monaleen N.S. is an inclusive school committed to the holistic education of all of our pupils. Good attendance is of paramount importance in ensuring positive learning outcomes and experiences for all children.

## **Punctuality**

School begins at 9am. All pupils and staff are expected to be on time.

If a pupil arrives to school after 9am, he/she must report to the secretary's office to get a blue slip, on which the time of arrival is recorded. This is presented to the class teacher. Children should have a note from their parent/guardian to explain late arrivals where possible. The class teacher records the arrival time and the reason for lateness on the Leabhar Rolla on the Aladdin system, then disposes of the blue slip.

The class teacher will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged, under the Education Welfare Act, to report children who are persistently late to the Education Welfare Board.

## **Recording and Reporting Attendance**

The school attendance of individual pupils is recorded on the Leabhar Rolla on the Aladdin system on a daily basis.

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 should be taken by 10am each morning. Any pupil not present will be marked absent by the class teacher. Parents/guardians can amend the reasons for absence through the Aladdin Connect system, or alternatively a note can be provided to the class teacher who will input the reason for absence, then discard the note. Late arrivals and early departures are also recorded by the class teacher in line with our procedures.

Returns are made to the NEWB at the end of the year and again at the end of June. All children who have missed 20 days or more will automatically be reported to the NEWB (National Education Welfare Board). A report may be made to the NEWB at any time of year on an individual child's attendance, if a child misses a lot of days prior to the dates of NEWB returns. 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, where a child is suspended for 6 days or more or where a child has been expelled.

The NEWB is furnished with the total attendances in the school year through the Report Form which is completed online at the end of the school year.

Parents/guardians are made aware of the requirements of the NEWB, particularly the by-law relating to absences of more than 20 days per school year. Notification is given in writing on the end of year report of the total number of absences during the school year (up to the date of the school report being approved). Pupils whose non-attendance is a concern are invited to meet with the teacher or the Principal and are informed of the school's concerns.

## **Early Departures**

If a child is collected prior to 2:40pm, the parent/guardian signs and records the reason for early departure in the confidential Pupil Sign-in/Sign-Out Book. The secretary/principal will provide the parent/guardian with a yellow slip which must be presented to the class teacher before the child is collected. The class teacher records the departure time and the reason for early departure on the Leabhar Rolla on the Aladdin system, then disposes of the yellow slip.

## **Strategies to Promote Attendance**

Monaleen National School endeavours to create a safe, happy, engaged and positive learning environment for all pupils, staff and visitors. Wellbeing is prioritised in our school, as we believe that the creation of a healthy learning environment is of critical importance in promoting the holistic development and learning outcomes of all pupils. Strategies such as Health and Happiness Week, Maths Week, Space Week, Science Week, Seachtain na Gaeilge, Book Fair, Bake Sales, Visiting Teachers for several subject areas, extra-curricular sports, Sports Days, School Tours and Trips all contribute to a vibrant and energetic school environment, designed to maximise the children's engagement with their learning.

In the event that attendance is weak with a particular child, the class teacher/Principal will facilitate a meeting with the child's parents/guardians with a view to improving attendance and the engagement of the child in question.

The school calendar is planned and published in advance of the school year commencing (usually May/June each year) to facilitate planning of holidays etc.

Attendance Certificates are awarded annually to all pupils who attend school on every day that the school has opened in that academic year.

### **Parents**

Parents/guardians can promote good school attendance by:

- Instilling in their children a love and respect for education
- Working with the school and the Education Welfare Service to solve problems/issues
- Discussing planned absences with the school
- Refraining from taking family holidays during term time
- Encouraging and praising their children's academic achievements
- Contacting the school immediately if they have any concerns with regard to their children's progress/wellbeing
- Notifying, in writing, if their child is to be collected by someone other than the parent/guardian

### **SEN**

Our school caters for a wide range of needs, including children with special educational needs. On rare occasions, children may (in consultation with parents) have a shorter school day, where their integration with mainstream schooling would otherwise be impossible. Graduation to a full school day will always be the aim.

## **Transfer to/from Another School**

Under Section 20 of the Education Welfare Act, 2000, the Principal of a school must notify the Principal of a child's previous school that the child is now enrolled in the new school. When a Principal receives notification that a child has been registered elsewhere, he/she must notify the Principal of the child's new school of any issues relating to attendance or any matters relating to the child's educational progress.

When a child transfers from Monaleen National School to another school, the school's records on attendance, academic progress etc. will be forwarded on official notification of the transfer. When a child transfers into Monaleen National School, confirmation of transfer will be communicated to the child's previous school and appropriate records sought.

## **Communication with parents**

- This policy will be published on the school website and promoted on the school App.

## **IMPLEMENTATION AND REVIEW**

This policy will be launched in January 2020 and implemented fully from February 2020. The policy will be reviewed on a two year cycle or as required by changes in legislation/NEWB directives.

The school management team and the teachers will implement this policy.

The Board of Management ratified this policy on \_\_\_\_\_.

\_\_\_\_\_

**Chairperson**

\_\_\_\_\_

**Principal**

**Date of Implementation:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_