**Coláiste Nano Nagle**

2017

**Attendance Policy**

ATTENDANCE POLICY

# Introduction

As a school community we believe in the importance of full attendance and good punctuality for each pupil. We believe that this is achieved through a team effort of parents, guardians, pupils, staff, School Completion Programme Project Workers and the Education Welfare Officer. We are also committed to rewarding good attendance while applying appropriate sanctions/appropriate supports for non-attendance and unsatisfactory punctuality. This policy was drawn up in collaboration with staff, parents/guardians, Schools Completion Programme Project Officers, the Education Welfare Officer and the Board of Management.

# Rationale

The rationale underpinning the formulation of this revised policy is as follows:

* To support all pupils and ensure their right to education.
* To make all parents aware of their legal responsibility to ensure their children's regular, punctual attendance at school.
* To fulfil legislative requirements of the Education Welfare Act 2000.

# Vision and Mission

The policy complements the school ethos of nurturing the potential of every child in a caring environment where individual talents and difference are celebrated. This work is further enhanced where a level of understanding, openness and co-operation exists between the pupils, parents and staff.

# Aims

* To make regular attendance and good punctuality a keystone of our educational practice.
* To monitor the attendance and punctuality of each pupil and contact parents/guardians where concerns exist around attendance.
* To keep full records of attendance for parents, BOM, TULSA and SCP.
* To support pupils, parents/guardians when there are difficulties by involving HSCL and DEIS supports, School Completion Project Workers and the EWO.
* The HSCL teacher will regularly visit the homes of absent pupils to ascertain the reason for absences, or of persistent lateness. The HSCL teacher reports on all meetings with parents to the Principal/Deputy Principal and the Care Team.
* The HSCL teacher also liaises with the DEIS SCP core team regarding regular absentee pupils.
* To identify the cohort of pupils at risk and where appropriate put in place supports.

# Procedure for Recording Attendance

1. Each teacher takes a roll at the beginning of every class and enters it into their  
   Teacher Organiser. This is important in the case that the attendance of a particular pupil needs to be double checked or in the case of an emergency evacuation.
2. Teachers mark pupils that are absent on Eportal at the 9.00am and if Eportal is unavailable they can send an attendance slip to the Deputy Principal's office by a pupil. This should be double checked before it is sent. At 9.15am the official roll is taken.
3. A text message is sent home to parents whose daughter is absent.
4. If a pupil is late for school, they are expected to sign in at the Deputy Principal’s office, with a note of explanation. The pupil’s journal will be stamped and the time they came to school is recorded in the punctuality book. It is important that pupils’ sign in if they are late in the morning so that they will not be marked absent for the day. Pupils who have three unexplained lates for school will be put on detention at the next available slot. (two school stamps – late and explained lateness)
5. If a pupil is late during the day for class, the teacher marks the pupil's journal with an L and writes a red late slip which goes into the appropriate Year Head box in the conservatory of the staffroom.
6. Detention takes place on Tuesdays, Wednesdays and Thursdays from 1.15pm to 1.30pm. The Deputy Principal compiles the list of pupils for detention from the Punctuality Records and the red late slips from the Year Head boxes. The list is placed on the notice board outside Room 9. If a pupil accumulates nine lates i.e. three detentions, their parents/guardians are notified to sign in their daughter at 8.50am at the Deputy Principal’s office for a full week.
7. If a pupil has to leave school early they must present a note to the Deputy  
   Principal at 8.50am. If the Deputy Principal is unavailable the note can be presented at the Office or to the Year Head before 9 a.m. and a parent or guardian must sign them out.
8. Pupils who have been absent must have a written note of explanation in their  
   Journal. It will be checked by the Year Head at assembly. Medical certificates are to be given to the Deputy Principal. Notes of explanation must be presented to the Deputy Principal.
9. Pupils are not to be taken out of school for holidays during term time.
10. In the event of long term absence, parent/guardians are asked to maintain regular contact with the school. Parents/Guardians should keep in regular contact with HSCL to ensure that the pupil progresses with her studies if in a position to do so.
11. Any concern regarding absence can be brought to the attention of the Deputy Principal and HSCL. This will be discussed at the weekly attendance meeting. Pupils who have reached 5, 10, 15 and 20 days or more will be discussed and a plan of action made for each pupil. Decisions in relation to pre-referrals to TUSLA will be made at this meeting.

**System for Addressing Absenteeism**

* A student that has missed five days is met with by the Deputy Principal to discuss the reason(s) for the absenteeism. This meeting is dated. A telephone call is made to parents/guardians.
* Once a student has missed 10 or more days in the school year a letter is sent home to the parents/guardians to invite them to a meeting with the HSCL and DP. This meeting is dated.
* At 15 days the EWO is informed and a plan of action put in place for the student.
* A discussion around attendance is held at parent teacher meetings with the parent/guardian and subject teachers.
* Once a student has missed 20+ days a formal referral is made to the Education Welfare Services Child and Family Agency (EWS).

1. If a pupil of concern is on a School's Completion Programmes’ list, the HSCL will  
   contact the relevant SCP. If an opening becomes available on these programmes the HSCL will make a referral of a current pupil, who may be outside the target area, based on a needs assessment.
2. The HSCL rewards attendance by sending out postcards bi-annually and giving merit stickers for each month of full attendance. On Prize Giving day, pupils with [Unbroken School Attendance](http://www.tusla.ie/uploads/content/cert_unbroken.pdf), Improved Attendance and Regular and Consistent Attendance will receive a certificate.
3. The total number of absences are shown on Christmas and Summer Reports.
4. Parents are advised to keep their daughters at home if they are genuinely very sick.

16. Review and evaluation of attendance rates are analysed on an annual basis. Targets and measures in the DEIS plan are adjusted accordingly.

# Implementation

This policy will be implemented by the Board of Management in a spirit of partnership through consultation with the school partners, with the available resources of the school.

# Ratification:

This policy has been ratified by the Board of Management at its meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Date of Next Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_