

SCHOOL ATTENDANCE POLICY

Mission:

Bunscoil McAuley Rice is committed to providing a learning environment that will foster all children's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance. In so far as possible, we aim to have full attendance from all of our pupils.

The aims of the attendance policy in Bunscoil McAuley Rice are to :

- (1) encourage pupils to attend school regularly and punctually.
- (2) share the promotion of school attendance amongst all in the school community.
- (3) inform the school community of its role and responsibility as outlined in the Act.
- (4) identify pupils who may be at risk of developing school attendance problems.
- (5) ensure that the school has procedures in place to promote attendance/participation.
- (6) develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- (7) Identify and remove, insofar as is practicable, obstacles to school attendance.

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily on Aladdin .
- Parents or guardians are requested to enter/communicate their child's absences on Aladdin. Parents/Guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored on Aladdin.
- School attendance statistics are reported as appropriate to:
 - The Education Welfare Board
 - The Education Welfare Officer
 - The Board of Management

Punctuality

The school gate is open from 8.50 a.m. The bell rings at 9.20a.m. each morning to mark the start of the school day. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Act to report children who are persistently late, to the Education Welfare Board.

Guidance for Parents

Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should not be in the homework diary, but preferably on Aladdin. If a note is written in a homework diary, it must be photocopied and the copy must be sent to the school office. If a child is absent, when the child returns to school s/he should give/send in sick cert when applicable. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school.

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance.
- Working with the school and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support/ 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.
- Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.
- Similarly any day a bus child is not going home on the bus the school must be informed.

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. Text messaging is also used by the school to communicate with parents.

Aladdin is our principal portal for parents/guardians to communicate their child’s absences from school.

A strategy for promoting good school attendance:

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- A special reward system will be introduced for promoting good attendance at school.
- The assistance of the Education Welfare Officer will be utilised.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child. This will be done through the Aladdin schools system. The principal will use this system to monitor attendance.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.
- Inform a parent of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

Class Teacher

The class teacher will:

- Maintain the school roll-book in accordance with procedure. Fill out absences on the Aladdin system with details of reasons for absences each day.
- Keep a record of explained and unexplained absences.
- Promote a reward system for pupils with exceptional attendance.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Record/Communication

Subject to the restrictions of the Data Protection Act attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post or e-mail, as soon as we receive written notification of transfer.

Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school, once enrolment has been confirmed.

Ratified by Board of Management on 23rd November,2021.