

THE OLD BOROUGH NATIONAL SCHOOL

ATTENDANCE POLICY



Introduction:

This policy has been drawn up by teachers, parents and Board of Management. All the partners have been consulted and their views taken on board before the signing hereof.

Changing social habits and patterns and concerns about attendance levels necessitated the drafting of a school attendance policy. The drafting was a collaborative process involving staff, pupils, Board of Management and parents.

School Day:

The school opens at 8:30am for all pupils

School finishes at 1:10pm for Junior and Senior Infants

School finishes at 2:10pm for classes 1st to 6th classes

Rationale:

The main factors contributing to the formulation of the policy are summarized as follows:

- a) The changing fabric of society
- b) The role of the NEWB (National Education Welfare Board)
- c) Legislative requirements such as the Education Welfare Act 2000
- d) Changing attitudes to education
- e) A desire to bring about improved attendance rates throughout the whole school
- f) A desire to bring about whole school improvement since there is a direct link between attendance and pupil attainment
- g) Form positive attitudes towards good time keeping

Aims and Objectives

- Encouraging full attendance where possible
- Identifying pupils at risk
- Promoting a positive learning environment
- Raising awareness of the importance of school attendance
- Discourage late arrival at school and early collection
- Encourage collection of children on time

Compliance with School Ethos:

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Roles and Responsibilities:

- It is the parent's responsibility to ensure that their child/ren come to school, come on time and are collected on time
- It is the teacher's responsibility to input attendance in the Roll Book
- Attendance data is regularly forwarded to Túsla
- The Principal has responsibility for submitting the School Attendance Record using the Primary Online Data Base(POD)

POLICY CONTENT

Recording

- All children enrolled in the school are recorded electronically on POD
- Individual school attendance is recorded electronically by the class teacher at 9:10am each day

Notification of Absence

- When a child is absent it is the parents' responsibility to inform the school giving the reasons and dates for the absences.
- For pupils in Junior and Senior Infants: please email the teachers directly ...obs@gmail.com
- For all other pupils please complete an "Absence Note" in the centre of your child's journal.

School Strategies

- School attendance is good in our school. However staff remain vigilant so that "at risk" pupils are identified early. "At risk" pupils are those who are frequently absent. Teachers will be mindful of patterns of absences e.g. repeated absences on Mondays and Fridays.
- Absences of 20 days are automatically referred to Túsla.

Communication with Other Schools

- When a child transfers from The Old Borough to another primary school, school records on attendance, academic progress etc. will be forwarded on receipt of written notification of the transfer
- When a child transfers into The Old Borough, confirmation of transfer will be communicated to the child's previous school and appropriate academic and attendance records sought

- Records for students, including attendance, are forwarded to secondary schools on receipt of a written request confirming the enrolment of the student
- Communication with Parents
- Parents of new pupils are informed about our Attendance Policy at the information Session before enrolment.

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Promoting Attendance

The school promotes good attendance by:

- Creating a safe and welcoming environment
- Ensuring children are happy
- Displaying kindness, compassion and understanding
- Being vigilant so that risks to good attendance such as bullying, disadvantage etc. are identified early
- Full attendance for a term is acknowledged and rewarded
- Full attendance for the year is acknowledged and rewarded

Late Arrivals

- Doors are closed at 8:50a.m.
- Anyone arriving after this time is required to enter the School by the main door
- Parents are requested not to interrupt their child's class for any reason on late arrival
- They must let their child enter the class unaccompanied with as little fuss as possible
- Where pupils present after roll call (9:10am) they will be marked absent. Please note the school day begins at 8.30a.m. for all pupils

Early Collection

- Children are not permitted to leave the school before the authorised time (1:10pm or 2:10pm) unaccompanied.

Medical, Optical and Dental Appointments

- Parents are expected to make every effort to get appointments outside school hours
- Where children are required to leave school early or arrive late due to a medical, optical or dental appointment, please email the class teacher in advance ..obs@gmail.com
- Parents are strongly discouraged from taking their children early for any reason outside of the above. Where this does happen, the parent/guardian must sign the 'Early Collection Form' available from the class teacher.

Holidays and Long Weekends

Family holidays or extended weekends during term time are strongly discouraged. Teachers will not provide work for children while they are on such holidays. The School emphasises that holidays in September, in particular, have the most negative impact on pupils' social and academic progress

Late Collections

All children should be collected at the appropriate time i.e. 1:10pm for infants and 2:10pm for all other classes.

The importance of good time-keeping cannot be overemphasised. Younger children in particular get very upset when they are left with the teacher at the end of the day when everyone else has gone home.

Túsla

The school reports attendance to Túsla.

The school is obliged to report if:

- a) A child has missed 20 or more days
- b) If the School has particular concerns e.g. absences of Mondays and/or Fridays

Evaluation

The success of any Attendance Policy is measured through

- Maintain Attendance level at 95% or above
- Happy confident well-adjusted children
- Positive parental feedback
- Teacher vigilance
- Whole school improvement

Implementation/ Ratification and Review

This policy was reviewed in 2017/2018 by staff, parents and ratified by the Board of Management.

Signed:

Canon Robert Deane
Chairperson, Board of Management

Dated: 4th December 2017

References

- Don't Let Your Child Miss Out
- Education Welfare Act 2000
- Section 29 Education Act
- Túsla