Scoil Bhríde, Cill Bhríde

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Attendance and Punctuality Policy

School Calendar

- School opens for pupil learning 183 per year. The calendar for each school year is published in June, circulated to parents with the end of year reports for their child/ren and a reminder about the calendar is published in September of each year.
- This enables parents/guardians to plan family events thus minimising the chances of non-attendance related to family holidays during the school term.
- Section 17 of the Education (Welfare) Act (2000), states that 'the parent of a child shall cause the child concerned to attend a recognised school on each school day'.

School day

- School begins 9.20 am. daily or all students and ends at 2.00 for students in Junior and Senior infants and at 3 pm for all others.
- Late arrivals and early departures are recorded by the school secretary on the Aladdin system. Parents/guardians must sign the child in if arriving late and out if leaving before official close of the school day for that particular student.
- The school contacts parents/guardians in the event of pupils being consistently late.
- The Principal is obliged under the Education Welfare Act, 2000 to report children who are persistently late, to the Education Welfare Board.

Attendance and Absences

- The attendance of individual pupils is recorded on the Aladdin system before 11 am each morning.
- If a pupil does not attend, his/her non-attendance is recorded by the class teacher.
- A note from parents/guardians is required to explain each absence. Such notes are retained by the class teacher, dated and stored securely in the student's classroom.
- In accordance with section 21 of the Education Welfare Act 2000, the school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and/or where a child is suspended or expelled for 6 days or more.
- The Education Welfare Officer (following all reasonable efforts to consult with the child's parents and the Principal of the school) may serve a 'School Attendance Notice' on any parent who is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment.

Reports to Tusla

- Reasons for absence are recorded and reported to Tusla five times during the school year through an online system.
- An annual report is submitted six weeks following the end of each school year, detailing the overall level of attendance at the school.
- As per Tusla letter on 02/12/2020 referrals to Tusla will be prioritized where patterns of poor attendance are the concern and not Covid-19. The school is aware that the requirements to adhere to public health guidelines in relation to Covid-19 are having an impact on school attendance.

The school seeks to promote good attendance by:

- Creating a safe and welcoming environment
- Displaying understanding of students and their family circumstances
- Rewarding efforts of students in regard to attendance.

Parents and Guardians can promote good attendance by:

- Discussing planned absences with the school
- Refraining from taking holidays during school time
- Ensuring that children's appointments are arranged for times outside of school hours
- Informing the school by email or telephone in advance and in writing retrospectively of the reasons for absence from the school
- Working with the school and Education Welfare Service to resolve any attendance problems
- Contacting the school immediately, if they have concerns about absence or other school related matters.

Transfer to Another School

Under Section 20 of the Education (Welfare) Act (2000), when the Principal receives notification that a child has been registered at another school s/he notifies the Principal of the pupil's new school of any problems in relation to attendance. This requirement applies to transfer between primary schools and to transfer from primary to second-level education.

Implementation/Ratification and Review

This policy was reviewed by the Board of Management at its meeting on Wednesday 3rd February 2021. It will be further reviewed/amended in the light of changes to legislation and/or experience.

Signed: Eileen Flynn

Chairperson Board of Management

Date: 5. 02. 21