

ATTENDANCE POLICY

Aims:

- The child will gain the maximum benefit from the school day and overall school year.
- The child does not miss out on any part of the National Curriculum, as set out by the Department of Education & Science.

Children should be in school from

8.50 am – 2.30 pm (for the senior classes)

8.50 am – 1.30 pm (for the infant classes)

Children are obliged to attend school every day of the stipulated school year, unless a valid reason is forthcoming. This reason must be submitted, in writing, to the class teacher, at the end of the period of absence.

A phone call should be made to the school secretary if you expect your child will be out for a long period of time. It is good practice to phone on the second day a child is out. Please note that when your child returns to school after any absence, they must give the teacher a note to explain the absence.

If a child is absent for more than 20 days in the school year, the Principal is obliged by law to inform the NEWB (National Education Welfare Board) who will then investigate the matter.

Any pattern of consistent absences or lateness may be investigated further.

The school encourages full attendance by rewarding the students at the end of every 2 month period (September and October/November and December/January & February/ March and April/May and June). The class that has the best attendance during the period will receive a certificate and each child in this class will also receive a sticker (J1 to 2nd) or stamp (3rd to 6th). The children are assured that they are not expected to be in school when they are sick. A note from the parents is needed in these situations.

We are mindful of families who suffer from poor attendance due to family circumstances and in these situations an achievement no matter how small is acknowledged.

If a child arrives after 9.00am they (or the parent in the case of younger children) must sign the late book outside the office. Parents will receive a letter if their child is late more than 3 times a month. Attendance is monitored and parents are notified when their child has missed over 10 days, 15 days, close to 20 days (18+) or over 20 days. These letters are sent out at the end of NEWB quarter.

The parents are expected to show signs of improvement in attendance after this. The school discourages the taking of holidays during the school year as the student misses out on curriculum work. It is also disruptive, both to the teacher and the rest of the class. It should be noted that the teacher is not obliged to prepare work in advance or put together "catch-up" activities afterwards.