

Coláiste an Chroí Naofa School Attendance Policy

Mission Statement.

Coláiste an Chroí Naofa is a Catholic school of the Missionaries of the Sacred Heart, under the trusteeship of CEIST. It is inspired by the charisma of ‘bringing God’s love to all people’. It is dedicated to a Christian education. We aspire to the nurturing and growth of the individual in a pleasant working environment where:

Each student and staff member is involved and individual talents are developed and enhanced;

Parents and local community involvement is encouraged;

True community is fostered through open communication and respect for each person;

A strong Gaelic tradition (Irish language, culture and games) is recognised and encouraged;

An atmosphere of spirituality prevails.

Attendance

Regular attendance at school is essential for all students so that they may reach their potential. Our school aims to foster a culture of regular attendance at school for all students. In addition we seek to identify and support those students who are experiencing problems with attendance at school. The provisions of the Education Welfare Act 2002 inform and support this policy.

Rationale

The policy is considered necessary because:

- There are a number of legislative requirements arising from the Education Welfare Act 2002.
- The role of the National Education Welfare Board.
- The requirements of the Department of Education and Skills.
- The educational interests of the students.

Aims and Objectives

This school policy sets out to:

- Encourage full attendance where possible.
- Identify students at risk.
- Raise awareness of the importance of school attendance.
- Foster an appreciation of learning.
- Improve communication with parents.

Roles and Responsibilities

School Attendance Officer

Junior and Senior

- To monitor and check absences.
- To ensure all absences slips are presented
- To record all reasons for absences.

National Education Welfare Board Co-ordinator

- Notify home when 15 and 20 absences have been reached.
- Notify NEWB when 20 absences have been reached.
- Record yearly attendance with NEWB
- Regular contact with NEWB personel

Parents:

- As the primary educators parents have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.

Students:

- Each student has a personal responsibility to attend school each day.

Procedures:

- Every student is expected to be in attendance from 8.50 a.m. until end of every school day.
- Students may not be absent from school except when the absence is unavoidable due to illness, urgent family reason or other legitimate and unavoidable reason.
- It is the responsibility of the Parent(s) / Guardian(s) to furnish the school with a signed and dated note outlining the date and reason for every recorded absence. Such notes will be collected and filed and used in returns to the NEWB. as outlined in the Educational Welfare Act(2002). Parents are requested to ensure all discretionary absences occur outside term time. School management furnish them with a calendar of the school year to assist them in this regard.
- Students arriving late for class must sign in in the office before proceeding to class.
- In the event of a student becoming ill or getting injured during the day they should inform the Principal or Deputy Principal to obtain permission to go home. If such permission is granted contact with their parents/guardians should be through the school office. Students should not contact home via a mobile phone or prior to getting permission to leave the school premises. Parents/guardians are expected to make arrangements for the collection of their son/daughter at the school office in the event of a student being ill or injured. When a student returns to school after such an absence a note of explanation should be presented.
- During the school day every student must attend every class according to their Timetable unless prior permission has been received from the Principal or Deputy Principal. The unauthorised absence of a student from any class during the school day will be viewed as a breach of discipline and appropriate sanctions may apply.
- A student wishing to leave the school premises for a legitimate reason during the school day must have a signed note from their parent/guardian. This note should include the reason for the absence, the time the student is leaving. The student must get this note signed by the Principal or Deputy Principal and then sign out at the school office. No student will be permitted to sign out without producing a signed note. Any student who leaves the school premises

without such authorisation will be deemed to have breached the school code of discipline and appropriate sanctions may be applied.

- On rare occasions a student may be absent from school due to suspension for breach of discipline. In such instances parents will be consulted in advance and students are expected to use their time productively by applying themselves to their studies. In such instances, where a student is suspended, they should not be on the school premises or engaged in any school activity as there may be insurance implications.

Communication:

- Teachers record attendance on e Portal for students the first class period of morning and afternoon.
- Parent(s) / Guardian(s) may be notified via phone call or text messaging if the school has a concern about a particular absence any time on any given date.
- The school will contact Parent(s) / Guardian(s) if there is a concern about a particular absence or absences as they come to our attention.
- The School will inform Parent(s) / Guardian(s) by letter when a student exceeds 15 absences or more. This letter will outline the school's responsibility under the Education Welfare Act 2002 .The Parent(s) / Guardian(s) will be invited to contact the school to discuss the matter if they may wish to do so.
- Absences will be notified to the N. E.W.B.as per the Education Welfare Act 2002.

Strategies to promote regular attendance

- *A well-developed pastoral system whereby regular contact is maintained between the school and home where need arises.*
- *The Chaplin regularly meets with students and parents when difficulties are identified.*
- *Poor attendance is identified early, early contact is made with the home in order identify cause and, in order to provide assistance to improve attendance.*
- *Random same-day contact is made with homes.*
- *Reward good attendance.*
- *Certificates are awarded for full attendances during the current school year.*
- *Photographs of students with excellent attendance are o display*
- *Teachers are aware that the positive experience of the school is the context in which excellent attendance is achieve.*
- *Information on the importance of attendance is shared with students and parents.*
- *Liaison is also maintained with the outside agencies e.g HSE, p*
- *sychologists and CAMHS.*

Date of Review: _____

Signed by Chairperson: _____

Date: _____

