

LISMIRE NATIONAL SCHOOL

Lismire, Newmarket, Co. Cork.

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SCHOOL ATTENDANCE POLICY

The aims of the attendance policy in Lismire N.S. 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 Education Welfare Act 2000.
4. identify pupils who may be at risk of developing school attendance problems.
5. Identify and remove, insofar as is practicable, obstacles to school attendance.

The school has high expectations around 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 contacted when reasons for a number of absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored and is commented on in the annual end of year report.
- Parents are informed annually regarding the obligation of the school to report concerns around absences to the Welfare Board.
- School attendance statistics are reported as appropriate to:
 - The Education Welfare Board.
 - The Education Welfare Officer

Punctuality

School is open from 9.10 a.m. and children are required to be in their classrooms not later than 9.20a.m.. All pupils and teachers are expected to be on time. 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 or verbally by parents/guardians to the school and will be recorded by the school on Aladdin 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 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.

Pupils

Pupils are encouraged to promptly pass on absence notes from parents to their class teacher.

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.
- The assistance of the Education Welfare Officer will be utilized, when necessary.
- 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.
- 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.
- Will ensure that the Education Welfare Officer is informed:
 - 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 parents 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

The Deputy Principal will:

- Maintain the school attendance in accordance with procedure.
- Keep a record of explained and unexplained absences.
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, as soon as we receive written notification of transfer.

Attendance, behaviour and academic records of children who transfer from another primary school may be sought directly from the previous school. The data protection commissioner may be contacted if clarity is sought around an issue.

This policy will be reviewed every 2 years.

Ratified by Board of Management on _____ (Date) Signed

Chairperson, Board of Management