

Seoil Baile an Áird,  
Baile An Áird,  
Cill Mochgallóg  
Co. Luimní

# Herbertstown N.S.

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Herbertstown,  
Kilmallock,  
Co. Limerick.

**Tel:** 061 385340

**Mob:** 087 7675488

**Email:** herbertstownns@gmail.com

**Uimhir Rolla:** 173641

## Attendance Policy

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| <b>Ratified by BOM:</b> _____           |
| Signed: _____<br><i>Chairperson BOM</i> |
| Signed: _____<br><i>Principal</i>       |
| Date for review: _____                  |

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### **Rationale:**

The main factors contributing to the formulation of a revised policy can be summarized as follows:

- To promote and encourage regular attendance as an essential factor in our pupils' learning
- New circulars re: attendance  
Circular 0033/2015      Updating and simplifying the manner in which schools can maintain pupil enrolment and attendance records following the introduction of the Primary Online Database (POD)
- Legislative Requirements such as the Education Welfare Act 2000 and the Education Act 1998
- The Role of TUSLA

This policy was designed in collaboration with the staff, the PA and the BOM of the school.

### **Aladdin.**

The school began using the Electronic Roll on Aladdin in Sept. 2015, in accordance with Circular 0033/2015. The electronic roll on Aladdin satisfies all the criteria as set out in Appendix 1 of the circular.

### **Aims & Objectives:**

The revised policy is geared towards:

- ✓ Ensuring that pupils are registered accurately and efficiently
- ✓ Ensuring that pupil attendance is recorded daily
- ✓ Encouraging full attendance where possible
- ✓ Identifying pupils at risk
- ✓ Promoting a positive learning environment
- ✓ To promote a positive attitude among children towards coming to school
- ✓ To discourage non-attendance for trivial reasons
- ✓ To ensure all absences are explained by means of a note from parents/guardians
- ✓ Raising awareness of the importance of school attendance
- ✓ Fostering an appreciation of learning
- ✓ Ensuring compliance with the requirements of the relevant legislation
- ✓ Identifying the strategies by which the school promotes full attendance

## **Roles & Responsibilities.**

All staff have an input into the implementation of this policy. It is the responsibility of the Principal and staff to implement this policy under the guidance of the school's BOM.

### ***Class Teacher:***

- Class teachers record the daily attendance in electronic format on Aladdin, at the same time each morning, 10.00am.
- Class teacher must enter a reason on the electronic roll if a child is absent, under the categories set down by TUSLA.
- Class teacher must enter 'late arrival' or 'early leaving' details on a child's attendance record on Aladdin as appropriate.

### ***Deputy Principal:***

- The Deputy Principal is responsible for the TUSLA returns. The quarterly returns may be completed via Aladdin. The final return must be done using the TUSLA forms.
- The Deputy Principal, following consultation with the Principal, will inform the Education Welfare Officer if a pupil is not attending regularly, when a pupil is absent for 20 days or more during the course of a school year, if a pupil has been suspended for a period of 6 days or more, when a pupil's name is removed from the school register.

### ***Secretary:***

- The secretary will ensure that class details are updated annually on Aladdin.
- The secretary will populate POD in advance of the new academic year and synchronise the date with Aladdin, to maintain complete data integrity.

### ***Principal:***

- The Principal will oversee and ensure that the school register is accurate and maintained in accordance with regulations
- The Principal will, in so far as is practicable, promote the importance of good school attendance among pupils, parents and staff.
- Ensure this policy is made available to the whole school community.

### ***Parents:***

- Encourage children to achieve full attendance
- Avoid absences for trivial reasons
- Refrain from arranging holidays during school time. Parents/guardians must fill in a form/state in writing their intentions and arrangements if they wish to take their child/children on a holiday during school time.
- Notify the school if your child cannot attend for any reason
- Work with the school and TUSLA to resolve any attendance problems
- Discuss planned absences with the school
- Show an interest in your children's school day and homework
- Praising and encouraging your children's achievements
- Inform the school, in writing, of the reasons for absence from the school
- Ensuring, in so far as is possible, that children's appointments are arranged for times outside of school hours
- Notifying the school if their child/children, particularly children in infant classes, are to be collected by someone not known to the teacher.

***Pupils:***

- Acknowledge their own responsibility to attend school regularly and punctually
- Inform the staff if there is a problem that may lead to their absence
- Responsible for promptly passing on absence notes from their parents to their class teacher

**Roll Call Procedures:**

School begins at 9.20 daily. The pupils are admitted into the school at 9.05 to allow time for assembly and for the pupils to get organized for the day. School finished at 2.00pm for infants and 3.00pm for 1<sup>st</sup> – 6<sup>th</sup> Class.

- Roll call is taken in each class at 10.00, via Aladdin.  
If a child is not present by 10.00 and the school has received no notification from parents/guardians he/she will be marked absent whether or not the child arrives later. Their presence will be noted on Aladdin under 'late arrival'.
- Appointments.  
If a child arrives in school on time with a note of a doctor's or dental appointment and will be returning after the appointment, then the child will be marked 'present'.  
Parents/guardians will be asked to sign in/sign out their child/children on the form at the front door if leaving the school during school hours.
- If the school receives notification from parents/guardians that a child has an appointment with a doctor or dentist and will be late for school, that child will be marked 'present'.  
However, if the child does not appear in school, the 'present' mark will be altered to 'absent'. Aladdin will require the class teacher to enter a reason why the roll is being altered outside of the normal timeframe.
- Pupils will only be allowed to leave the school earlier than the official times if they are collected by parents/guardians or if there is a written request from parents/guardians.  
Parents/guardians must inform the class teacher who will ensure that the time of departure is recorded on Aladdin under 'early leaving'.

**Punctuality.**

- School begins at 9.20. The school doors open at 9.05.

All pupils and teachers are expected to be on time. The staff are expected to be on the premises in time to supervise in their classrooms from 9.05 – 9.20.

- Pupils who arrive after the morning bell has gone will be marked late in 'late arrival' but will still be marked 'present' if they arrive before roll call.  
Parents/guardians are asked to accompany their child/children to the door and sign the child in, including a reason for being late.
- The school will contact the parents/guardians in the event of pupils being consistently late.
- The Principal is obliged, under the Education Welfare Act, to report children who are persistently late, to TUSLA.

### **Registering, Recording and Reporting.**

- The pupils are registered on POD including all the relevant details, sought on the initial enrolment form.
- POD is synchronized with Aladdin, fulfilling all criteria of Appendix 1 of Circular 0033/2015.
- The daily and annual attendance are recorded electronically on Aladdin, available to view by the Inspectorate upon request.
- The Deputy Principal has responsibility to complete the regular and annual returns to TUSLA via appropriate means eg. Aladdin, online form.
- The parents/guardians of any pupil who has missed 15 days will be sent a text, via Aladdin, informing them and encouraging them to promote good attendance for the remainder of the school year.
- The school must inform TUSLA, in writing, where a pupil has missed 20 days or more in a school year.
- TUSLA must be informed if a child is suspended, expelled or has missed more than 20 days.
- Parents will be given an account of their child's attendance on the end of year report.
- The overall monthly average attendance will be printed out and filed in the relevant section of the Plean Scoile.
- The overall average attendance will be published in Scealta Scoile, the school newsletter.

### **Promoting Attendance.**

The school promotes good attendance by:

- Creating a safe and welcoming environment
- Ensuring children are happy
- Displaying kindness, compassion and understanding
- Ensuring compliance with the Code of Behaviour
- Rewarding good attendance
  - Pupils who maintain full attendance for the entire school year are presented with an official TUSLA certificate and vouchers for a bookshop at the Award Ceremony on the last day of school. A photo will be taken for the school website/newsletter.
  - The pupil in 6<sup>th</sup> class with the best attendance record over their full school career receives a TUSLA certificate, the school Perpetual Plaque engraved with their name, and an engraved silver plate as a keepsake. A photo will be taken for the school website/newsletter.
  - Each class teacher may reward their own class for consistent attendance/improved attendance/ best attendance over a period of time.
- The monthly average attendance figure will be published in Scealta Scoile.
- The school calendar for the coming school year is published annually in June and a reminder in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimizing the chances of non-attendance related to family holidays during the school term.

### **Strategies in the event of non-attendance.**

Section 17 of the Education Welfare Act 2000 states that 'the parent of a child shall cause the child concerned to attend a recognized school on each school day'

Section 21 of the Act obliges schools to inform the Education Welfare Officer if a child is absent on more than 20 days in any school year, or if a child does not attend school on a regular basis.

In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child's parents and the Principal of the school) may serve a 'School Attendance Notice' on any parent who he/she concludes is failing or neglecting to cause the child to attend school. A successful case taken against the parents may result in a fine and/or imprisonment.

Reasons for absences are recorded and reported to TUSLA 5 times during the school year through an online system. An annual report is submitted – not more than 6 weeks following the end of the school year- detailing the overall level of attendance at the school during that school year.

### **Transfer to another school.**

Under Section 20 of the Education Welfare Act 2000, the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.

When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he/she considers appropriate. This applies to pupils who transfer between primary school and to pupils who transfer from primary to secondary education.

### **Communication with other schools.**

- When a child transfers from Herbertstown NS to another school, the schools records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer. POD will be updated accordingly (Circular 0033/2015)
- When a child transfers into Herbertstown NS confirmation of transfer will be communicated to the child's previous school, appropriate records sought and POD will be updated accordingly. (Circular 0033/2015)
- Pupils transferring from Herbertstown NS to a post primary school will have their records transferred according to the NCCA Pupil Passport Guidelines, on receipt of confirmation of enrolment.

**Evaluation.**

The success of this Attendance Policy is measured through:

- a) Improved attendance levels/ consistently high attendance levels, as recorded in the Plean Scoile
- b) Happy, confident, well-adjusted children
- c) Positive parental feedback
- d) Teacher vigilance

**Review.**

This policy will be reviewed every 2 years, in the first term.