

Ballinakill N.S.



Roll No. 17273

Attendance Policy

Introductory Statement

This policy was drawn up in consultation with the staff, parents and Board of management of Ballinakill NS.

We in Ballinakill National School always encourage pupil attendance and participation in school throughout the academic year.

The Education Welfare Act 2000 promotes school attendance and Section 17 of the legislation states that “it is a statutory obligation on parents to ensure their child attends a recognised school once registered in the school.” Furthermore, where a child is absent from the school, the parent is required under the Act to notify the Principal of the school of the reason for the child's absence. The Act states that the relevant authorities will be informed of the pupils who have been absent for **twenty school days or more** (this includes illness, holidays outside school holidays, etc.) Children deemed at risk will be registered with the National Educational Welfare Board on-line and their attendance monitored and recorded.

Encouraging Good Attendance:

Parents will be sent a reminder letter in early September on the importance of punctuality and regular attendance in school. All parents of newly enrolled children receive information on attendance

Parents will be discouraged from taking holidays during school time. Planned schoolwork will not be assigned for the duration of the holiday period and the onus will rest with the parent.

Teachers are asked to send names of children they identify with poor attendance to the Principal. This is to ensure that the Principal is aware of poor attendees.

The Role of Parents:

- Each parent of a child at school shall ensure the child concerned attends school each day.
- Where a child is absent from the school, the parent of the child is required under the Act to notify the school, in writing, of the reason for the child's absence. Letters from parents concerning illness and doctor's certificates will be kept on file in the school for one year. If a child has missed more than 20 days, notes relating to this effect will be given by the class teacher to the Principal. Information on children who have missed 20 or more school days will be forwarded to the Education Welfare Board in accordance with the rules and regulations of the DES.
- Written permission from a parent is necessary for a pupil to leave the school for the any

reason during school hours, the pupil must be collected by a parent, guardian or a responsible adult.

- A child who is unwell should, in the interest of their fellow pupils, be kept at home until well enough to return to school. In the case where a child presents with particular infections, the child may be asked to provide a doctor's note before being permitted to return to school.

Role of the Principal:

- To inform the Education Welfare Board in writing
- Where a student is absent in excess of twenty school days in a year
- Where a student is suspended for a period in excess of six school days
- Where a student's name is removed from the register
- Where, in the opinion of the Principal/Deputy Principal the student is not attending school regularly.
- Informs the Board of Management of difficulties with school attendance.
- Communicates to a school, to which a student is transferring any problem relating to school attendance and other appropriate matters relating to the child's educational progress.
- Assign and register number to each student on the day the child first attends the school and remove the student's name from the register when the child is transferring to another school.
- To keep a record of the pupil's attendance at the school and the reasons for any failure to attend.

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- The number of pupils present in class will be collected and recorded in the School Daily attendance book before 10:20am each day.
- The Principal should be notified if there is any change in the number of pupils on the class roll.
- Pupils must have a note signed by their parents to explain all absences.
- Information regarding frequency and duration of multiple absences should be forwarded to the principal at the end of each term.
- A record of the reasons for, and the number of days missed, by pupils who have a history of bad school attendance shall be kept by the Principal.

Role of the Teacher:

- Call the roll daily and record attendances and absences in the Official Roll book.
- Teachers should follow up on notes for every absence and keep them in the class folder.
- Teachers should know the number of days per term that corresponds to excessive absence. If there is no contact from parents regarding a child's absence for three days or more, the teacher should notify the Principal who will contact the parent/s.
- Absences of 20 days or more must be reported, regardless of doctor's certificates.

*This policy was reviewed and ratified by the
Board of Management of Ballinakill N. S.
on April 9th 2019.*

Signed: _____ Chairperson BOM

Principal: _____ Principal

Date: _____

Date: _____

Date of next review; June 2020