

Central Technical Institute Clonmel



School Policy On Attendance

SCHOOL ATTENDANCE RECORDS

Requirements

The School must:

1. Maintain in respect of each school year a record of the attendance or non-attendance on each school day of each student registered at the school.
2. Keep a record of each student's non-attendance and the reasons for such failure.
3. Must inform in writing the Educational Welfare Officer
where
 - (a) a student is suspended for a period of not less than 6 days,
 - (b) the aggregate number of school days a student is absent during a school year is not less than 15,
 - (c) a student is not attending school regularly,
 - (d) a student's name has, for whatever reason, been removed from the register.
4. Submit, within six weeks after the end of the school year, a report to the Educational Welfare Officer on the levels of attendance at the school during the immediately preceding school year.
5. Facilitate the Educational Welfare Officer who may wish to inspect the record of attendance or take copies of extracts from such record.

School Attendance "Statement of Strategy"

Rule 1 of our Code of Behaviour "That you come to school every day and arrive on time" encourages regular attendance at school. We see a good record of punctuality and attendance as an essential element in the training of our students for their future lives. A good routine helps to foster a more positive appreciation of learning, promotes better working relationships and friendships and creates more opportunities for success. We actively seek the co-operation of parents in helping us deal with school attendance problems.

So our school will:

- **Ask for written notes** of explanations from parents for every single absence, even just part of a day, phone calls will not suffice. The notes will be kept in the student's file.
- **Contact parents** about any unexplained absences, for example, truancy.

- **Let parents know** if their child's absence or lateness needs attention, and work with them to find a way of improving it.
- **Make clear** the times school commences morning and afternoon * Inform parents of any changes or special dates for the school term
- **Inform Parents** of any changes or special dates
- **Include** a report of a student's attendance at all meetings with parents

DUTIES OF ATTENDANCE POST HOLDER

Recognising that the implementation of this policy is of such importance to the educational welfare of students, to the effective running of the school and to the school's compliance with legal requirements with regard to students' attendance in school, its implementation is the specific responsibility of an assistant principal.

The duties of the post holder in charge of attendance, in order to meet the criteria laid down in the school's policy, are as follows:

- Be familiar with the requirements of the Education Welfare Act e Implement fully the school's attendance policy
- Implement fully the school's attendance policy
- Work in consultation with the school's Principal, H.S.C.L. Officer and S.C.P. Coordinator to:
 1. Devise strategies to promote better attendance in the school.
 2. Set up a system to record all daily attendance and absenteeism, morning and afternoon
 3. Put in place a method for collecting notes regarding absenteeism from students and ensure notes are collected
 4. Categorise notes according to Education Welfare Act guidelines
 5. File all notes
 6. Where notes are not furnished within reasonable time by student it is the responsibility of the post holder to pursue the collection of such notes i.e. making the initial contact with parents or guardians by letter or phone and keeping written records of all such contacts
 7. In the event of there being no response from parents or guardians or where it is not possible to make contact, for whatever reason with the home, the post holder will request the H.S.C.L. Officer or the S.C.P. Coordinator to visit the home
 8. Complete attendance returns at the end of each school year as per Dept. of Education and Science requirements

The implementation of this policy by the post holder applies in both Colaiste Chluain Meala and Gaelcholaiste Chéitinn.

- **Listen** to parents worries and concerns and either agree what action can be taken, or find someone else who can help
- **Work** in partnership with the Educational Welfare Officer and any other organisations offering support to children and families
- **Identify**, at an early stage, students who may be at risk of developing school attendance problems
- **Liaise** with other schools, in particular the Primary School which the student had attended
- **Provide** a curriculum content and a learning environment that will encourage school attendance by those who are at risk of dropping out
- **Suit** the learning tasks to each individual student and encourage them to have high expectations of themselves
- **Welcome** students back after they have been away and find ways of helping them to fit back into friendship circles and catch up on missed work
- **Praise** and record good attendance and also improvements to punctuality
- **Reward** students who have good school attendance records
- **Work** to make sure that there is good behaviour, respect and consideration

Notification of student's absence from school

Where a student is absent from school during part of a school day or for a school day or more than a school day the parent of such a student shall, as soon as is practicable but not later than 3 school days after the student's last attendance at the school, notify the principal of-

- the reasons for the student's absence, and
- where the student is absent due to illness, the nature of the illness

Parents of all students attending the school will be issued with a booklet "ATTENDANCE MATTERS" setting out our strategy on school attendance and its importance in the life of the student.

Duties Specific to Monitoring, Recording Student Attendance and Absenteeism

Recognising that the implementation of this policy is of such importance to the educational welfare of students, to the effective running of the school and to the school's compliance with legal requirements with regard to students' attendance in school, its implementation is the specific responsibility of an assistant principal.

The duties of the post holder in charge of attendance, in order to meet the criteria laid down in the school's policy, are as follows:

- Be familiar with the requirements of the Education Welfare Act.
- Implement fully the school's attendance policy.
- Work in conjunction with the school's Principal H.S.C.L. Officer and S.C.P. Coordinator to:
 1. Devise strategies to promote better attendance in the school.
 2. Set up a system to record all daily attendance and absenteeism, morning and afternoon.
 3. Put in place a method for collecting notes regarding absenteeism from students and ensure notes are collected.
 4. Categorise notes according to the Education Welfare Act guidelines.
 5. File all notes.
 6. Where notes are not furnished within a reasonable time by student it is the responsibility of the post holder to pursue the collection of such notes ie. Making the initial contact with parents or guardians by letter or phone and keeping written records of all such contacts.
 7. In the event of there being no response from parents or guardians or where it is not possible to make contact, for whatever reason with the home, the post holder will the H.S.C.L. Officer or the S.C.P. Coordinator to visit the home.
 8. Complete attendance returns at the end of each term or as requested by the N.E.W.B.