



# St. Eunan's N.S



## Attendance Policy

In St. Eunan's N.S, we value the individuality of all our children and respect their right to access all areas of learning. We work to enable them to develop the knowledge, skills, understanding and attitudes that are necessary for their self-fulfillment and their development into active and responsible adults.

St. Eunan's N.S decided to review its attendance strategies because:

- It is a priority area identified by staff
- It is a requirement under Education Welfare Act 2000
- The school needs to encourage pupils to be in attendance

### Aims

In St Eunan's N.S we aim:

- To foster an appreciation of learning
- To raise awareness of the importance of school attendance
- To identify pupils at risk of early school leaving
- To enhance the learning environment where children can make progress in all aspects of their development
- To promote positive attitudes to learning
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner that encourages pupils to attend school
- To comply with requirements under Education Welfare Act 2000/Guidelines from TUSLA

### Strategies to encourage good attendance

- **Caring Environment** - St. Eunan's N.S, at all times, aims to ensure that children are taught in a safe secure and caring environment where their intellectual, physical and spiritual development are catered for
- We try to create a welcoming environment for pupils and parents. Teachers consistently try to encourage good attendance in their respective classrooms
- **Special Needs** - pupils needing support are identified as early as possible and the appropriate support systems put into place. We emphasise positive achievements and do all we can to enhance self-esteem
- **Rewards** - Certificates are issued for perfect and improved attendance, both at Christmas and at the end of the school year

### Communication

- **Parental Support** - It is the policy of St. Eunan's N.S to encourage and maintain open communication between home and school and to encourage parents in their role as primary educators of their children. The Principal and teachers are available, on an appointment basis, to meet parents.
- It is also covered in the information pack given to all parents of Junior Infant children
- Each family is given a copy of the information leaflet - **Don't Let Your Child Miss Out** (Leaflet for parents NEWB 2004). This leaflet outlines:
  1. The importance of regular attendance
  2. Parental obligations in relation to attendance under the Education Welfare Act
  3. Advice to parents on what they can do to help children attend school regularly.



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Parents are reminded regularly of the importance of good attendance (i.e. newsletters, parent/teacher meetings etc.). An awareness of the importance of good attendance by the children, is kept to the forefront in the classroom and at certain assemblies.

## School Records

A roll call is taken every day and should a child be absent, they are required to have an explanatory note from their parents. This may be recorded in the home school diary. The Education and Welfare act 'obliges the parents of an absent child to notify the school of the cause of absence not later than the third day of absence'. Notes or record of non-attendances are duly dated and need to be kept.

- When a child has accumulated 10 days of absence the teacher informs the parents. A letter is sent to the parents, which may request a meeting with the teacher. It is the class teacher's responsibility to monitor this.
- When a child has missed 20 days, the absence is reported to TUSLA as required by the Education Welfare Act. Parents will be sent another letter to inform them of the number of days missed and the referral to TUSLA. It is the class teacher's responsibility to monitor the attendance and inform the principal/deputy principal.

## Evaluation

The success of any attendance policy is measured through:

- Improved attendance levels
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance

## Implementation/Ratification

This policy will be monitored and reviewed on an on-going basis and/or when the need arises. This may occur, during staff meetings/other planning sessions. All staff will be involved in the process of review.

This policy was ratified by the board of management on \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_