



**TYRRELSTOWN EDUCATE TOGETHER
 NATIONAL SCHOOL**
Phone: 01 - 8272172
Roll No: 20201V

Attendance Policy

Status	Approved
Version	2.0
Reviewers	BOM, Principal, Deputy Principal, Teaching staff at TETNS
Purpose	To outline the attendance policy implemented at TETNS

Approved by	M. Hurley (29/8/2011)	M.J. Murphy (29/8/2011)
	_____ (Principal)	_____ (Chairperson)
Proposed Review Date	Sept. 2012	

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1. INTRODUCTION

Tyrrelstown ETNS recognizes the importance of attendance and accepts the requirements of the Education Welfare Act 2000. We hope there will be a very strong tradition of good attendance in TETNS. Besides recording the attendance of each pupil as per legal requirement we shall pro-actively promote and publically recognise good school attendance and punctuality. However, the wide diversity of pupil backgrounds and the changing social fabric of the nation may be altering attitudes to school and we are anxious that parents are aware of the absolute necessity for regular punctual attendance at school. Quite simply, children cannot keep up with their studies if they are not in school.

2. AIMS

The aim of this document is to

- To raise awareness of importance of school attendance to ensure 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 encourage pupils to attend school
- To comply with requirements under Education Welfare Act 2000/Guidelines form NEWB

3. PROMOTING GOOD ATTENDANCE

The following strategies have been put in place to promote good attendance

- Rewards and recognition, such as commendations at assemblies, shall be utilized to promote good attendance
- Monthly, by term and annual monitoring of attendance patterns of individuals, classes and the whole school by the Deputy Principal working with the school secretary
- The Class Teacher at the end of the school year issues certificates of Good Attendance
- The parent body will be notified regularly of pupil attendance issues

4. DEFINING AND RECORDING ATTENDANCE

Parents are expected to write notifying the teacher of the reason for a child's absence immediately or within three days of the child's return. The teacher notes and files the reason for the absence in the ATTENDANCE FOLDER in each classroom.

Identification of students who are at risk of developing school attendance problem, are categorised as follows;

- Irregular Absentee: 2/5 days absent in a 20-day period without a valid reason.
- Seriously Irregular Absentee: 6/10 days absent in a 20-day period without a valid reason.
- Chronic Absentee: 11+ days absent in a 20-day period without a valid reason.

5. PROCEDURES FOR HANDLING ABSENTEEISM

Absentism shall be dealt with as follows:

- For Irregular Absentees the teacher will inform the parents by letter of her/his concerns about the child and seek to meet the parents to discuss the matter.
- For Seriously Irregular Absentees the Principal will write to parents inviting them to a meeting to discuss the problem.
- For Chronic Absentees the Principal will inform the **Education Welfare Officer** and notify parents of this by letter.

6. COMMUNICATION WITH OTHER SCHOOLS

Attendance records shall be communicated to other schools as follows:

- Attendance 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 records of children who transfer into Tyrrelstown ETNS will be sought directly from the previous school.
- Attendance records of pupils transferring to Secondary School will be sent to the school once enrolment has been confirmed.

7. REFERENCES

- Education (Welfare) Act 2000: III;22.1
- Education (Welfare) Act 2000: III;21.4
- Education (Welfare) Act 2000: III;20.5
- Education (Welfare) Act 2000: III;20.5
- Education (Welfare) Act 2000: III;20.3
- Education (Welfare) Act 2000: III; 22.5
- "Empty Desks", C.D.U. Mary Immaculate College

8. DOCUMENT HISTORY

Version	Description
V 1.0	Approved and agreed by the BOM Oct. 2006
V 1.1	Editing performed to ensure uniform look and feel to all curriculum plans
V 2.0	Approved and agreed by BOM Aug. 2011