



# TYRRELSTOWN

Educate Together National School

## Attendance Policy

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Reviewers	Staff, parents, pupils, Principal & Deputy Principal of Tyrrelstown ETNS Board of Management, Tyrrelstown ETNS

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Date review approved	📅 Date
Next review date	7 Jan 2019

<sup>1</sup> A policy is that which has been approved directly by the Board of Management.

<sup>2</sup> A procedure is that which approval of has been delegated to the Principal and staff by the Board of Management.

<b>1. Aims</b>	<b>2</b>
<b>2. Whole school Strategies/Measures to Promote High Levels of Attendance</b>	<b>2</b>
<b>3. Roles and Responsibilities:</b>	<b>3</b>
3.1 Under the regulations of the Act, the school is obliged to	3
3.2 Under the Act, parents/guardians are required to	3
<b>4. Recording and Reporting Attendance</b>	<b>3</b>
<b>5. Evaluation</b>	<b>3</b>



## 1. Aims

Tyrrelstown Educate Together National School is committed to providing a learning environment that will foster all children's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance. In so far as possible, we aim to have full attendance from all of our pupils.

Casual absences (for whatever reason) are discouraged as they have a direct impact on children's learning. We aim to support children and parents/guardians in achieving good attendance.

## 2. Whole school Strategies/Measures to Promote High Levels of Attendance

Among the many strategies/measures we use to ensure regular attendance are:

1. We aim to provide a warm, welcoming and supportive learning environment for our pupils, one in which they are valued and respected and in which provision is made for their learning needs.
2. Our teachers have high expectations of pupil's attendance.
3. We hold regular and open class-level discussions with the children on the importance of regular attendance.
4. We publicly and positively affirm those children who have excellent attendance. They are awarded termly with attendance certificates. A class with full attendance for one week will be given 10 minutes extra playtime.
5. We praise those who are making a serious effort to improve their attendance.
6. The calendar for the upcoming school year is published annually and is available on the website [www.tetns.ie](http://www.tetns.ie) It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chance of non-attendance related to family holidays during the school term. Teachers will not prepare work for a child to bring on holidays with them.
7. We have regular communication with parents/guardians and provide them with updates on their child's attendance if it is a cause for concern.
8. Our class teachers and support teachers seek to ensure that children who may be experiencing learning difficulties are actively supported and encouraged with appropriate teaching. Homework is tailored to the individual needs of these pupils.
9. Our school's Code of Behaviour takes a positive approach to fostering good behaviour.

10. We ask parents/guardian to value every minute that the children spend at school and therefore make sure that the children are at school by 8:40. Children that arrive to school after 8:45 will enter the school by the office, here their name will be recorded in the "Late Book".
11. In the same way we ask parents/guardians not to ask to let the children off early, unless for a specific appointment. If a child has to leave the school early parents must inform the class teacher or school secretary in advance to make such arrangements.

### **3. Roles and Responsibilities:**

The Education (Welfare) Act 2000 provides a framework under which attendance at school can be dealt with by law. As a result of the Act, the National Education Welfare Board (NEWB) has been established and has appointed Education Welfare Officers.

#### **3.1 Under the regulations of the Act, the school is obliged to**

- Keep a record of pupils' attendance, (this is done online through Aladdin).
- Submit to the NEWB the names of all pupils who miss 20 or more days from school.
- Keep a record of pupils' absences.

#### **3.2 Under the Act, parents/guardians are required to**

- Send their children to school each day.
- Notify the school, in writing, the reason for a child's absence.

### **4. Recording and Reporting Attendance**

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 9a.m each morning. Any pupil not present will be marked absent for the day. The roll (Aladdin) may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence. Such notes, if they are not in the homework journal, will be retained by the class teacher. Parents/guardians are notified in writing on the end of year report of the total number of absences during the school year.

### **5. Evaluation**

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through the online records and the statistical returns.
- Happy confident well-adjusted pupils.
- Positive parental feedback.
- Teacher vigilance.

