



## **Killoughteen National School Attendance Policy**

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# **Attendance Policy**

1. Encourage pupils to attend school regularly and punctually.
2. Share the promotion of school attendance amongst all school community.
3. Inform the school community of its role and responsibility as outlined in the act.
4. Identify pupils who may be at risk of developing school attendance problems.
5. Ensure that the school has procedures in place to promote attendance/participation.
6. Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
7. Identify and remove, insofar as practicable, obstacles to school attendance.

The school will ensure that

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily.
- Parents or guardians are contacted when reasons for absence are unknown or have not been communicated.
- Pupil attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to
  - The Education Welfare Board
  - The Education Welfare Officer
  - The Board of Management

### **Punctuality**

School gates are open from 8:45am and children are required to be in their classrooms no later than 9:00 am. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The principal is obliged, under the Act, to report children who are persistently late to the Education Welfare Board.



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### **Guidance for Parents**

Section ((21)(9)) of the Act states that: “a pupil’s absence can only be authorised by the principal when the child is involved in activities organised by the school or in which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for a pupil's absence must be communicated through Aladdin, by parents/guardians to the school and will be retained by the school. These e-notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school (TUSLA). The school will contact parents when an online explanation for the child’s absence is not received by the school.

### **Parents/Guardians can promote good school attendance by:**

- Ensuring regular and punctual school attendance.
- Notifying the school if their children cannot attend for any reason.
- Working with the school and Education Welfare service to resolve any attendance problems.
- Discussing planned absences with the school.
- Refraining, if at all possible from taking holidays during school time.
- Showing an interest in their children’s school day and homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children’s achievements.
- Instilling in their children, a positive self concept and a positive sense of self worth.
- Informing the school through Aladdin of the reasons for absence from school.
- Ensuring insofar as possible, that their children’s appointments (Dentist ect) are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.



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### **Pupils**

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.

### **A strategy for promoting good school attendance.**

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as possible, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education guidelines.
- Internal communication procedures are in place to inform teachers of the special educational needs of pupils.
- The assistance of the Education Welfare officer will be utilised.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concern regarding the attendance of any child.
- Pupils with a poor attendance record will, insofar as possible, be supported in an effort to improve their attendance.

### **School Principal**

The school Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer:
  - If a pupil is not attending school regularly
  - When a pupil has been absent for 20 or more days during the course of a school year.
  - If a pupil has been suspended for a period of 6 or more days.
  - When a pupil's name is removed from the school register.



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### **Class Teacher**

The class teacher will:

- Maintain the school roll book, on Aladdin, with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absence are unexplained on Aladdin.
- Encourage pupils to attend school regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the absence of any pupil.

### **Record/Communication**

Subject to the restrictions of the Data Protection Act, attendance, behavior and academic records of children who transfer to another primary school will be passed to the principal of the school, if requested. This will be done with the consent of parents.

Attendance, behavior and academic records of children who transfer from another Primary School will be sought directly from the parents.

Attendance, behavior and academic records of pupils transferring to second level school will be sent to the school, if requested. This will be done with the consent of the parents.

This policy was ratified by the Board of Management at its meeting 05/04/2022.

### **Review Timetable**

This policy will be reviewed in 2025 and amended as necessary by means of a whole school collaborative process.

*Sheilagh O Mahony Kennedy*

*Willie Curtin*

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Chairperson BOM

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Principal