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Roll number: 20563J

School Attendance and Participation Policy

1. Introduction

Regular and punctual attendance is essential for children to achieve their full potential in school. This policy outlines the procedures and responsibilities related to school attendance and is informed by the Education (Welfare) Act 2000, TUSLA guidelines, and best practices in Irish primary education.

2. Aims

- To promote a culture of regular attendance and punctuality.
- To ensure compliance with statutory obligations under the Education Welfare Act 2000.
- To identify and support pupils at risk of poor attendance.
- To develop strong links between home and school to support consistent attendance.
- To create a positive school environment that encourages full participation and learning.

3. Roles and Responsibilities

- **Board of Management:** Ensures a policy is in place and implemented.
- **Principal:** Oversees school-wide attendance, reports concerns to TUSLA, meets with families of chronic absentees.
- **Class Teachers:** Record daily attendance, monitor patterns, communicate concerns to parents.
- **Parents/Guardians:** Ensure children attend daily and punctually; provide written explanations for absences.
- **Pupils:** Attend school regularly and arrive on time.

4. Recording Attendance

- Attendance is recorded daily on the Aladdin Student Management System at 10.00am.

- Late arrivals and early departures are recorded separately, including time and reason.
- Parents must explain absences via Aladdin or in writing.
- End-of-year reports include total days absent.

5. Responding to Absenteeism

- A text is sent after 10 and 15 days of absence.
- A formal letter is sent at 20 days of absence in accordance with reporting obligations to TUSLA.
- The principal meets with parents of pupils with chronic poor attendance (typically defined as 20+ days).
- Daily texts may be sent after the 20-day threshold if absences persist.

6. Punctuality

- School begins at **9:20am**. Pupils arriving after 9:30am will be marked late.
- Late arrivals are recorded in a Punctuality Log.
- Persistent lateness will be followed up with parents and may be reported to TUSLA if unresolved.

7. Leaving School During the Day

- Parents must notify the school in advance for early collection due to unavoidable appointments.
- Children must be signed out at the office and will be collected from the classroom by a staff member.
- No child will be released to anyone other than the parent/guardian unless prior written permission is given.

8. Encouraging Attendance

- Attendance is regularly acknowledged and praised at classroom and whole-school level.
- Attendance patterns are discussed at staff meetings and in parent communication when necessary.

9. Communication with Parents

- School calendar is shared in advance each year.
- “Don’t Let Your Child Miss Out” leaflets may be distributed to new families.
- Communication via Aladdin keeps parents informed of their child’s attendance status.

10. Transfers Between Schools

- In line with Section 20 of the Education (Welfare) Act, the Principal notifies the previous/receiving school when a pupil transfers.
- Attendance records and reports are forwarded with parental consent.

11. Success Criteria

- Maintaining high levels of regular attendance and punctuality.
- Early identification and support for at-risk pupils.
- Increased parent engagement on attendance matters.
- Compliance with TUSLA and DES reporting obligations.

This policy was adopted by the Board of Management 06/11/2024

Signed: _____ Signed: _____

Chairperson of Board of Management Principal

Date: 07/11/2024 Date: 07/11/2024

Due for Review: December 2026