**School Attendance Policy**

**North Presentation Primary School**

This Policy was formulated in September 2005. It is operational from the 2005/06 school year. It was revised and updated in October 2019.

**Rationale:**

There is a very strong tradition of good attendance in North Presentation Primary School. However, the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. The Education Act 2000 places a statutory obligation on parents to send their children to school. It is therefore an obligation of the Board of Management to ensure that the school has strategies in place to encourage good attendance .Proper procedures are necessary for contact with the N.E.W.B. and for recording purposes.

**Aims:**

* To raise awareness of importance of school attendance among parents and pupils
* To identify pupils at risk of early school leaving
* To comply with requirements under Education Welfare Act 2002 and Guidelines from The National Education Welfare Board

**Strategies:**

The following strategies have been put in place to help foster an appreciation of learning and good attendance:

* The importance of regular attendance is on the agenda of every Enrolment Meeting with parents and is also highlighted at the group parent teacher meetings in September.
* Every Junior Infant parent is provided with the attendance information leaflet from TUSLA.
* The revised and updated Attendance Policy will be posted on the school website.
* Regular attendance drives during the school year to encourage and reward good attendance eg. 100 days, In it to Win it Raffle before Christmas and Easter Holidays.
* There is a focus on attendance during every whole school assembly to reward full attendance, best improvers, award full attendance certs to pupils and launch attendance drives.
* Parents are contacted if the school is concerned about a pupil’s attendance and parents are required to make an appointment to meet with the Principal.
* When the School Calendar is circulated in June each year parents are reminded about planning holidays outside of school time.
* All school staff members encourage good attendance constantly.
* Good attendance is encouraged and recognised on a class-group basis.
* Parents are informed of their child’s attendance on their yearly report. A separate note is included for those children whose attendance was considered particularly poor
* At the beginning of the school year the Principal and Deputy Principal compile a list of those pupils whose attendance record has been poor and devise strategies to address this in conjunction with the N.E.W.B. officer
* As stated in the Code of Behaviour parents are expected to write notifying the teacher of the reason for a child’s absence. Parents may also log absences using Aladdin Connect. The teacher notes the reason for the absence.
* The Home-School Links co-ordinator and S.C.P. staff work with pupils and parents to encourage good attendance.

**Identification of students who are at risk of developing school attendance problems**.

Class teachers keep a log of the reasons for pupils’ absences on Aladdin. Medical certs are collected and stored by the Deputy Principal on a regular basis. The D.P. meets with the local N.E.W.B. officer regularly to discuss concerns.

Appropriate contact will take place between the school and parents/guardians of these children.

Letters are sent to parents of pupils when they have missed

1. 10-14 days and
2. 15-19 days.

Parents are asked to meet with the Principal to discuss the issue.

When children miss 20 days they are automatically referred through the school’s Aladdin system and parents are informed by text message and letter.

When children miss 20 days or also when the school is concerned about a recurring pattern of chronic absenteeism the Deputy Principal will inform the Education Welfare Officer and the Principal will inform the parents that this action has been taken. The Deputy Principal remains in close contact with the local N.E.W.B. officer regarding the subsequent attendance record of these pupils.

Where necessary, on occasions of persistent absence, the Principal and the N.E.W.B. officer meet with parents around the issue of their child’s attendance.

The absenteeism record for all school pupils is sent to the N.E.W.B. on two separate occasions through the school year.

Attendance, behaviour and academic 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. Children are removed from the Clárleabhair when notice is received that they have been registered in another school. In accordance with the Education Welfare Act 2002 pupils will be struck off the roll after an absence of 20 consecutive days or as soon as the principal is aware that the pupil has left the school.

Attendance, behaviour and academic records of children who transfer into North Presentation Primary School will be sought directly from the previous school.

**Success Criteria:**

The success of this policy will be evaluated by:

* The keeping of accurate records on absence by class teachers
* the improvement in attendance records of all pupils
* the improvement in attendance records of those pupils presenting with chronic absenteeism
* feedback from class teachers
* feedback from the local N.E.W.B. officer

**Implementation Date**

This statement will apply from the school year 2019 – 2020

**Timetable for Review**

The statement will be reviewed at the end of June 2020 and after that on a bi-annual basis.

**Communication**

Parents will be informed of the existence of this policy through the text a parent message and the policy will be posted on the school website and parents will be reminded of it when attendance letters are sent.