



St. Garvan's N.S., Caroreigh Attendance Policy

Reviewed January 2019

Aims:

St. Garvan's N.S. 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 in achieving good attendance.

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

- 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.
- We hold regular and open class-level discussions with the children on the importance of regular attendance.
- We publicly and positively affirm those children who have excellent attendance. They are awarded termly with attendance certificates.
- We praise and reward those who are making a serious effort to improve their attendance.
- We have regular communication with parents and provide them with updates on their child's attendance if it is a cause for concern.
- 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.
- Our school's code of behaviour takes a positive approach to fostering good behaviour.



St. Garvan's N.S., Caroreigh Attendance Policy

Arriving Late/Leaving Early

Punctuality is extremely important to your child's progress. Children who are regularly late miss out both educationally and socially. We would ask all parents to ensure that your child is in on time each day. If your child has an appointment on a particular morning and will be in late, please inform the teacher the previous day so the child will not be marked absent. If you are delayed when collecting your child in the evening, please phone the school to let us know. Children arriving late for school or after an appointment etc. **must be signed in**, in the same manner. If your child is absent, the school must be notified of the reason. Please return relevant Absence Form on your child's return to school.

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.

Under the regulations of the Act, the school is obliged to:

- Keep a record of pupils' attendance.
- Submit to the NEWB the names of all pupils who miss 20 or more days from school.
- Keep a written record of pupils' absences.

Under the Act, parents are required to:

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

The school keeps a record of all such absences, using the codes as set down by the NEWB (see below). To facilitate both parents and teachers in the maintenance of such records, the school has designed a standard Absence Form (at the back of Homework Journal or supplied) that is to be returned to the child's teacher after a day/days missed. Yellow slips are provided for children in Junior and Senior Infants.

National Education Welfare Board Codes for Category of Absence

A Illness

B Urgent Family Reasons (eg: Bereavement)



St. Garvan's N.S., Caroreigh Attendance Policy

C Expelled

D Suspended

E Other (eg: Holidays, Religious Observance, Emigration)

F Unexplained

G Transfer to another school (written confirmation received from other school)

This policy was reviewed by the Board of Management on 30th January 2019.

Signed: _____

Signed: _____

Chairperson, Board of Management

Principal

Date: _____

Date: _____