

St. Colman's National School



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Is Féidir Linn!

Ballindaggin,

Enniscorthy,

Co. Wexford.

Y21 A371

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| Name of school | St. Colman's National School |
| Address | Ballindaggin, Enniscorthy, Co.Wexford |
| Roll Number | 15962T |
| Rationale | <p>The policy was drafted for the following reasons:</p> <ul style="list-style-type: none">• The Board of Management wishes to comply with The Education Act, 1998.• The Board of Management wishes to comply with The Education (Welfare) Act, 2000.• The Board of Management wishes to promote and encourage regular attendance as an essential factor in our pupils' learning.• To ensure all parents are aware of the necessity for regular punctual attendance at school.• To support all pupils and ensure their right to education.• To reward students for exceptional attendance. |
| The school's vision and values in relation to attendance | <ul style="list-style-type: none">• St. Colman's National School endeavours to enable every pupil to actively participate in all school activities.• Regular attendance helps to create a stable learning environment for all pupils and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance throughout the school year.• At St. Colman's National School we believe regular and punctual attendance is essential to ensuring every child will benefit fully from the education provided.• Without regular attendance, it is not possible to develop each student's religious, moral, social, intellectual, physical and cultural identity. |
| The school's high expectations around attendance | <ul style="list-style-type: none">• The school expects that in so far as is possible that all pupils fully attend school.• Children who are unwell are not expected to attend school. |

How attendance will be monitored

- If a pupil does not attend on a day when the school is open for instruction, his/her nonattendance will be recorded by the class teacher.
- The roll call is taken each morning at 10am. Any pupil not present will be marked absent for the day. The roll book may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence. Such notes will be retained by the school.
- Late arrivals are recorded by the school secretary using Aladdin.
- Pupils departing early need to be signed out by a parent/guardian using the sign out book located at the school office.
- Teachers will alert the principal if there are concerns about student absences.
- Parents/guardians are informed in writing at the end of year report of the total number of absences during the school year.
- The school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more.

Summary of the main elements of the school's approach to attendance:

- Target setting and targets
- The whole-school approach
- Promoting good attendance
- Responding to poor attendance

Targets:

- Maintain the high levels of attendance within St. Colman's. Currently greater than 96%
- Reduce the number of pupils absent for 15 days or more.

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 absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored by the class teacher and the Principal.

School attendance statistics are reported as appropriate to:

- TUSLA
- The Education Welfare Officer
- The Board of Management

Punctuality:

- School supervision commences from 8:50am and children are required to be on site not later than 9:00am.
- 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. 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 pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should be in the homework diary.
- If a child is absent, when the child returns to school s/he should give/send this written note to the class teacher which contains the child’s name, the dates of absence and the reason for the absence.

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
- Making sure their children understand that parents support and approve of school attendance.
- Discussing planned absences with the school.
- Refraining from taking holidays during school time.
- Showing an interest in their children’s school day and their children’s 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 in writing of the reasons for absence from school. Ensuring, insofar as is possible, that children’s appointments (with dentists etc.), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Notifying the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.
- Ensuring, where possible, children know who will be collecting them.

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 is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote the development of good self-awareness and self-esteem in the children.

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| | <ul style="list-style-type: none"> • Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Skills guidelines. • Internal communication procedures are in place to inform teachers of the special 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 concerns regarding the attendance of any child. • Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance. • Awards and certificates are presented to pupils who have good attendance during the school year. The principal presents these to the children at assembly, at the end of the school year. |
| School roles in relation to attendance | <p>Principal/Deputy Principal</p> <ul style="list-style-type: none"> • 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 six or more days, when a pupil's name is removed from the school register. • Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil. • Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff Class Teacher. <p>Class teacher</p> <ul style="list-style-type: none"> • Responsible for creating a welcoming atmosphere in the classroom, for marking the roll-book daily, for keeping reasons for absence notes and for informing the Principal of any concerns relating to attendance. <p>B.O.M</p> <ul style="list-style-type: none"> • Overall responsibility for funding and the awarding of awards for excellent attendance at the end of the school year. |
| Monitoring | The Statement of Strategy will be monitored by the staff and BoM of St. Colman's NS. |
| Review | The Statement of Strategy will be reviewed every three years or when necessary. |
| Approved by the Board of Management | October 25 th 2017 |

**Submitted to
Tusla**

November 6th 2017

Principal:



Chairperson BoM:

