

Glasnevin National School

Attendance Policy

Aims

This policy aims to:

- Encourage regular punctual attendance at school.
- Identify students who are at risk of developing school attendance problems;
- Ensure that appropriate contact will take place between the school and the parents/guardians of these children.
- Comply with legislation concerning school attendance, in particular the Education Welfare Act.

Rationale and Strategies

Glasnevin National School bases its School Attendance Policy on the following legislation:

- Education (Welfare) Act 2000: III;22.1
- Education (Welfare) Act 2000: III;21.4
- Education (Welfare) Act 2000: III;20.5
- Education (Welfare) Act 2000: III;20.3
- Education (Welfare) Act 2000: III;22.5

While there is a very strong tradition of good attendance in our school we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. The following strategies have been put in place to help foster an appreciation of learning and good attendance

- A. Certificates for full attendance are presented at the end of the Summer Term and very good attendance is noted on the annual school report.
- B. Parents/guardians are expected to write notifying the teacher of the reason for a child's absence from school.:

Notification of a child's absence from school – Procedures to be followed:

- A child's absence from school for any reason must be notified in writing by letter.
- The actual reason for the absence must be given.
- The classroom teacher must be informed.
- A doctor's certificate for significant absences due to illness must be provided.
- Where a child is taken out of lessons within school time, a written note must also be provided.
- When a child exceeds a total of 20 days absences, the School Welfare Officer will be informed.

- C. Contact will take place between the school/guardians of these children:
- For irregular absentees the teacher will inform the parents of his/her concerns about the child and seek to meet the parents to discuss the matter.
 - For seriously irregular absentees the Principal will invite the parents to a meeting to discuss the problem.
 - For serious absenteeism and where absences have not been explained, the Principal may inform the Education Welfare Officer and notify the parents/guardians of this letter.
 - Following 20 days absences the Principal is required by law to inform the National Education Welfare Board.
- D. Attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school by post on request as soon as we receive written notification of transfer.
- E. Attendance, behaviour and academic records of children who transfer into Glasnevin N.S. will be sought directly from the previous school.
- F. The principal may be consulted by the home school liaison officer of secondary schools regarding attendance, behaviour and academic records of pupils transferring to secondary schools.

Ratification and Review

This policy was ratified by the Board of Management of Glasnevin National School at a meeting on **15th February 2011** and will be reviewed as necessary.

Signed : _____

Date: _____