

Policy on Absenteeism/ Attendance

This policy has researched and compiled by staff members in December of 2007 and revised on 17th October 2013

Rationale:

- The department has made the school aware that welfare officer will be monitoring school attendance and anyone who has missed more than 20 days will be under scrutiny.
- The increasing prevalence of going on seasonal holidays before the official holidays due to cheaper rates from travel companies.
- The safety concerns over a child leaving school early i.e who is collecting him/her
- Children being marked absent even though they may be late for a valid reason.

Relationship with the school ethos:

- Our aim is to provide a learning environment in which each pupil is encouraged to develop his/her capabilities to the fullest possible extent. The pupils in our school are expected to give their best and achieve high standards of work and behaviour.
- We believe that attendance is of paramount importance in achieving these aims

Aims:

- To benefit pupil learning
- To strength links between home and school
- To maintain the safe environment in the school

Absences:

- A note must be written in a student's journal by a parent/guardian in the case of any absences. If a child is absent for more than 20 days, it is mandatory that the school report this to the welfare officer.

Leaving Early:

- In the case of a student leaving early a note must be written to the teacher or principal excusing their child.. Also the child must be collected at his/her classroom. No child should be released unless collected from the classroom.

Arriving late:

- If a parent is aware that their child will be late for school for whatever reason they should in a note in the child's journal (the previous school day if possible) so that the child will not be marked absent.

Notes:

- Both parents and teachers should staple notes into the diary where necessary especially if of a delicate nature. Parents should regularly check diaries and bags for notes.
- Teachers should ensure that they keep onto all notes received from children to verify absences.
- This policy relates to our policy on Child Protection and parents should note that inattendance at school is a child welfare issue

Ratified by B.O.M :

17-10-2013

Chairperson:

[Signature]

Principal:

[Signature]

Revised Date:

Oct 2016