

Attendance Policy

November 2023

Rationale

There is a very strong tradition of good attendance in Scoil Naomh Náille. The Board of Management aims to promote school attendance as an important part of the educational development of our pupils.

Relationship to characteristic spirit of the school

Scoil Naomh Naille aims to promote the full and harmonious development of all aspects of the person of the pupil. Keeping in mind the multiple intelligences, we aim to provide experiences of success through the curriculum we offer, ensuring that each individual be skilled and motivated to achieve their full potential.

Aims

By implementing this policy, the school hopes to promote good attendance among its pupils.

Our aims are:

- To foster an appreciation of learning;
- To raise awareness of importance of school attendance;
- To identify pupils at risk of leaving school early;
- To enhance the learning environment where children can make progress in all aspects of their development;
- To promote positive attitudes to learning;
- To comply with requirements under Education Welfare Act 2000/Guidelines from the Tusla Education Support Service (TESS)

Guidelines

Defining and Recording Non-Attendance

A parent is obliged to cause a child between the ages of 6 and 16 to attend at “a national school or other suitable school” on each day that the school is open for instruction – *Education Welfare Act 2000*.

Parents are advised that they are required to inform the school of the reason for any absence of their child. This is done primarily through the Aladdin Connect App. Parents may also email the school to inform of absences. In the event of a half-day absence the parents are still requested to send a note of explanation for the absence.

Non attendance is recorded through the Aladdin Pupil Management System, which is updated each day by the classroom teachers. A text is sent to parents ten minutes after roll is called when a child is absent for an unexplained reason. A monthly Leabhar Tinrimh is printed and signed by the Principal, a copy of which is kept in the school office.

Parents of new pupils are advised of the procedures and practices in relation to attendance at a meeting prior to their child beginning school. These procedures are noted in the Admission Booklet, which is given to all parents of new enrolments.

Parents are reminded of the importance of regular school attendance in school emails and at Parents Association and Parent/Teacher Meetings.

Strategies in event of non-attendance

In accordance with the Education Act 2000, the school must inform the Tusla Education Support Service (TESS) in writing of the following:-

- where a child is suspended or expelled for 6 days or more,
- where the child has missed 20 or more days in a school year,
- where attendance is irregular,
- when the pupil is removed from the school register.

The school is required by TESS to submit twice yearly returns of student absences. When a child reaches 18 days absent, a notification is sent to parents informing them that the school is obliged to report absences to Tusla once the pupil reaches 20 days absent. When a child reaches 20 days absent, a further notification is sent informing parents that the absences (and reasons for absence) will be reported.

The total number of absences is reported to parents in the school report at the end of each academic year.

Procedures in relation to the Removal from Register/Transfer from another school

A Principal may only remove a pupil's name from a school register where they have been informed that the child has been enrolled in another school or when TESS notifies them that the child has been registered by it as in receipt of out-of-school education.

The Act of 2000 (section 24) stipulates that when a Board of Management is of the opinion that a student should be expelled, the Board of Management is required to inform TESS in writing of its opinion.

The intention to expel a student does not take effect until 20 school days have elapsed after TESS has received notification in writing. This information is required under the Act and allows TESS to intervene before a decision takes effect.

Transfer to another school: Where parents remove a child from a school the Principal is obliged to give them and the new school a certificate stating child's record of attendance and absences in the school, the last class the child attended, and any other relevant information pertaining to the education of the child.

The Principal of the current school must notify the Principal of the child's last school attended that the child is now registered in their school "as soon as may be". When a Principal receives notification that a child has been registered elsewhere he/she must notify the principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate.

Annual Report

The Annual Report form for TESS is completed and submitted online.

Success Criteria

In implementing this policy, the Annual Report will be analysed by the Principal to assess the levels of absence in the school.

The classroom teachers regularly remind pupils of the importance of regular school attendance.

Review and Ratification

This policy was reviewed in November 2023. It was ratified by the Board of Management at a meeting on 11th December 2023.

This policy will be reviewed in November 2026.