



Dalkey School Project
National School
Educate Together

Attendance Policy

November 2015

Introduction:

Legislative requirements such as the Education Welfare Act 2000 and School Self Evaluation necessitate an Attendance Policy.

Rationale:

The main factors contributing to the formulation of a policy can be summarised as follows

- The introduction of a school Positive Behaviour Plan
- To comply with Education Welfare Act 2000
- To report on individual and overall school attendance through Tusla – child and family agency
- To comply with legislative and regulatory checklists as part of School Self Evaluation

Aims and Objectives:

The policy aims to

- Encourage full attendance where possible
- Identify pupils at risk
- Promote a positive learning environment
- Enable participation in learning opportunities
- Raise awareness of the importance of school attendance
- Foster an appreciation of learning

Compliance with School Ethos:

This policy complements the school ethos of nurturing each person's potential and aspiring to excellence in a happy, friendly, inclusive, educational environment.

Roles and Responsibilities:

1. All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance, supported by Special Needs Assistants (SNAs) where possible, on Aladdin software system, with Leabhar Rolla as back-up (due to legal requirement). Principal and Secretary work together on returns for Tusla.

Policy Content

Recording:

Individual school attendance is recorded on Aladdin and in the Leabhair Rolla of each class and the class data is recorded on Aladdin.

All children attending and data on parents are recorded in the school register.

An explanation from parents/guardians is required to cover each absence. Written explanations are kept by the individual teacher in roll book for that year. In case of concerns about repeated absences, explanation notes from parents/guardians may be kept on child's file. As per our Positive Behaviour Plan parents/guardians are made aware of absences of 10+, 15+ and 20+ days and the requirements of Tusla, particularly the bye law relating to absences of more than 20 days per school year.

School Strategies:

Traditionally, school attendance is strong in our school. Staff remain vigilant so that students with poor attendance are identified early, as per our Positive Behaviour Plan. Absences of more than 20 days are automatically referred to the Education Welfare Officer.

Communication with other Schools:

- When a child transfers from Dalkey School Project NS to another school, the schools records on attendance, academic progress etc. will be forwarded upon request by the parents/guardians or school.
- When a child transfers to Dalkey School Project NS, confirmation of transfer will be communicated to the child's previous school, and appropriate records may be sought.
- Pupils transferring from Dalkey School Project NS to a Post Primary school will have their records forwarded upon request by the parent or school.

Communication with Parents/Guardians:

The school informs all parents/guardians in a newsletter of the importance of attendance through Information Meetings, Positive Behaviour Plan and relevant policies on website. As per our Positive Behaviour Plan parents/guardians are made aware of absences of 10+, 15+ and 20+ days and the requirements of Tusla, particularly the bye law relating to absences of more than 20 days per school year.

Promoting Attendance:

The school promotes good attendance by:

- Creating a safe and welcoming environment as per our Mission Statement
- Displaying kindness, compassion and understanding
- Keeping good records

Tusla:

The Education Welfare Officer is informed if:

- A child is expelled
- A child is suspended
- A child has missed more than 20 days

The Principal completes total attendances in the school year through the Tusla Annual Report Form which is completed on-line.

Evaluation:

The success of our Attendance policy is measured through:

- Maintaining high attendance levels
- Teacher records

Date of Ratification

This policy was ratified by the Board of Management on 03.11.2015

Signed Nic Grant Chairperson

Date 03.11.2015

