|  |  |
| --- | --- |
| https://www.aladdin.ie/file/custom_logo?39870769 | **Presentation Primary School**  **Sexton Street, Limerick**  **Tel:** 061-412494  **E-mail:** info@preslimerick.ie  **Roll No.:** 20018H |

**ATTENDANCE POLICY**

The Board of Management, parents and teachers of the Presentation Primary School are committed to working together to ensure maximum attendance of pupils. We believe that we need to work together and co-operate in the implementation of this policy.

**Rationale:**

The policy was drafted for the following reasons:

* The Board of Management wishes to comply with legislation, such as:
  + The Education Act, 1998
  + The Education (Welfare) Act, 2000
* The Board of Management wishes to promote and encourage regular attendance as a critical factor in our pupils’ learning.

**Aims:**

The policy is geared towards;

* Encouraging full attendance where possible
* Identifying pupils at risk
* Promoting a positive learning environment
* Enabling learning opportunities to be availed of
* Raising awareness of the importance of school attendance
* Fostering an appreciation of learning

**Compliance with DEIS Initiative and School Ethos:**

Attendance is prioritised by completing a School Improvement Plan as part of the DEIS Initiative Annually. This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

**Roles and Responsibilities:**

It is the responsibility of the Principal and staff to implement this policy under the guidance of the school’s Board of Management. An Attendance Co-Ordinator will be appointed annually to monitor attendance and encourage good attendance through initiatives and to report poor attendance to Parents and the Principal.

**POLICY CONTENT**

**Recording and Reporting of Attendance and Non-Attendance:**

Individual school attendance is recorded daily on the Aladdin School Database. This Database also acts as the Register of Pupils and holds information from September 2013. Clár Leabhar, Leabhair Rollaí and Leabhar Tinreamh were maintained prior to this.

**The following is a summary of the daily procedure for Recording Attendance:**Each morning, you must Log on to **Aladdin** system. All pupils are automatically marked present. (*NOTE:* please count the number of children in the room and ensure that it collates with the number present on Aladdin. If a child is absent for a long period, you may forget to mark them absent every day. You can go into the child’s attendance record and mark them absent until a given date and then they will automatically be marked absent each day eliminating this)

* Record the children who arrived between 9.00 and 9.10 as present.
* Record the reasons for absence for any children who were absent the previous day.
* If a child arrives after 9.10 and before 10.00 a.m. mark them present but record the number of minutes they were late and a reason if it is given.
* If a child arrives after 10.00 a.m., go back into Aladdin and change their attendance from absent to present but late. If no formal reason for this lateness is given, please note this against the number of minutes they were late on the day. If the child was attending a medical appointment, proof of this should be shown to the class teacher and the reason should be recorded on Aladdin.
* **A bell will ring at 10.00 a.m. Please ensure you have taken your roll before this time.**
* Mark all pupils who are absent and record reason if you know it. If you do not know it, when the child returns, please ask the parent to fill a homework diary slip with the reason and record this at a later date. Keep all Slips under your desk in a folder.

*Example 1*: Child arrives before 9.10, they are marked present & the lateness is not recorded.

*Example 2*: Child arrives at 9.35, they are marked present and 35 minutes late.

*Example 3*: Child arrives at 10.20, they have been marked absent at 10.00, so their attendance needs to be changed to present and late and the reason for lateness must be recorded.

* If pupils wish leave early, parents will inform the office. The secretary will call the pupil down or will collect the pupil from the classroom. You must go to Aladdin and mark in the number of minutes the child has left early
* If a pupil is:
* 10 days absent class teacher speaks to parents
* 15 days absent class teacher speaks to parents and class teacher also notifies HSCL teacher and Principal
* 20 days absent HSCL teacher conducts a home visit HSCL teacher contacts EWO for advice about a referral
* 15 days **consecutive absence** with no contact from parent home visit by HSCL teacher
* 20 **consecutive days** with no contact from parent a registered letter sent to the parents from Principal

If registered letter gets returned to the school the child is taken off Aladdin

**Communication with Parents:**

The school circulates an information booklet to all parents on enrolment outlining the importance of good attendance. The school also informs all parents of the implications of non-attendance as per the *Education Welfare Act 2000*, particularly the bye law relating to absences of more than 20 days per school year.

* Reasons for Absence/Lateness to be sent by email to the class teacher or by phone/email to the office/HSCL. Whomever takes the call or email inputs the absence and initials the reason
* Please retain all notes from parents and medical certificates explaining reasons for absence and keep in a folder in the Roll Book drawer just under your teachers desk.
* The Attendance Co-Ordinator is responsible for monitoring attendance. Children who are frequently absent are reported to TUSLA.
* Reminder texts are sent to non-attenders each term and Attendance Incentives are Actioned in the DEIS Plan each year.
* Texts are sent automatically from Aladdin when pupils miss 10, 15 and 20 days. The text states that absences will be reported to Tusla when a child has missed 20 days or more
* Reminder texts are sent to all parents reminding them to let the school know the reason for any absence
* Parents/guardians are informed in writing on the end of year report of the total number of absences during the school year.

The school must report to TUSLA Education Welfare Officer in writing, where a child has missed 20 or more days in a school year and where a child is suspended or expelled for 6 days or more. The returns are done by the Principal in December and July each year. The HSCL Co-ordinator makes returns to N.E.W.B. Individual children with concerning persistent absence over a period of more than two school years will be reported.

**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.

1. Informing the school in writing of the reasons for absence from school. To facilitate this communication parents can inform the class teacher or office by email, or ring the office/HSCL with the reason

Working with the School and education welfare service to resolve any attendance problems

1. Discussing planned absences with the school
2. Refraining, if at all possible, from taking holidays during school time
3. Encouraging their children to participate in school activities and praising and encouraging their achievements.
4. Ensuring, insofar as is possible, that children’s appointments (with dentists etc), are arranged for times outside of school hours
5. Contacting the school immediately, if they have concerns about absence or other related school matters
6. Notifying, in writing or in person, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

**Promoting Attendance:**

The school promotes good attendance by;

* Creating a safe and welcoming environment
* Ensuring children are happy
* Displaying kindness, compassion and understanding
* Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early
* Rewarding good attendance in line with incentives detailed in the DEIS Plan Annually
* Encouragement rather than sanctions are used
* Pupils are encouraged to come to school for part of a day rather than miss a full day if they sleep in, or have an appointment

**National Education Welfare Board:**

The school has developed a good relationship with the local Education Welfare Board (EWB) personnel and there is ongoing communication in relation to children who are at risk.

The Education Welfare Officer is informed if;

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

The N.E.W.B is furnished with the total attendances in the school year through the TUSLA portal

**Strategies for improving Attendance:**

* When a teacher is concerned about the absence of pupils at school the HSCL Co-ordinator will be asked to visit the homes of those with a view to improving the situation. When a child has been absent for more than 20 days, the National Educational Welfare Board will be notified. The school will issue a text when a child has missed 10, 15 and 20 days. The school may request that an Educational Welfare Officer also visit the home
* Pupils are encouraged to Self-Monitor their Attendance
* Good and Improved Attendance are celebrated and rewarded periodically
* DEIS plan is reviewed annually at a staff meeting to address attendance concerns and to discuss new initiatives for the coming year

**Evaluation:**

Our Three-Year Attendance Plan will be evaluated each school year and Targets are set in line with current trends.

**RATIFICATION:**

This policy has been ratified by the Board of Management in February 2023

|  |  |  |
| --- | --- | --- |
|  |  |  |

# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_20/02/2023\_\_\_\_\_\_\_\_\_

Fr. Noel Kirwan (Chairperson Board of Management, Presentation Primary School)

# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_20/02/2023\_\_\_\_\_\_\_

Marie Meskell (Acting Principal/Secretary to the Board of Management Presentation Primary School)