



Coláiste na hInse **Attendance Policy**

(NOTE: Usage of E-portal for attendance is being reviewed by Taoisigh given issues with E-portal. The state Rolla is a legal document that must be fill gach lá).

Mission Statement

Coláiste na hInse is a school of Excellence where students are happy and secure in a learning atmosphere characterised by Dearfachas (positivity) and belonging. There is a unique emphasis on ár dteanga Gaeilge (our Irish language) agus ár gcultúr (our culture). We focus on the whole young person and aspire to develop them as intellectual, emotional and spiritual individuals. The cornerstones of our philosophy are Bród (Pride) agus Uaillmhian (Ambition). We encourage the highest standards in ár daltaí (our students) ensuring that they reach their full potential through strong relationships and positive reinforcement.

Our school motto is: **Aimsigh do Réalt Eolais** (reach for your star)

Introduction

This policy is informed by the school's Mission Statement which aims to enable students to reach their full potential both academically and socially. The policy will reflect the pastoral nature of our school and will be underpinned by the cornerstones of our philosophy which are instilling a sense of brod (pride) agus uaillmhian (ambition) in our students.

Rationale

The rationale underpinning the formulation of this policy is as follows:

- To comply with the Education Welfare Act 2000 To form habits of regular and punctual attendance by our student
- To discourage absenteeism, lateness and unwarranted withdrawal of students during the school day or term
- To develop a sense of personal responsibility in our students
- To make all school partners aware of the links between school attendance and academic achievement
- To enable us to identify at risk students and put supports in place to assist them

Vision

This policy complements the school ethos of nurturing the potential of every child in a caring environment and will utilise existing pastoral strategies in our school and will encourage the involvement of all school partners.

Aims

The aims of this school policy are to:

- Encourage full attendance.
- Early detection and correction of patterns of poor attendance

- Accurate recording of students' attendance
- Raise awareness of the importance of regular school attendance.
- Identify pupils at risk.
- Promote a positive learning environment
- Fulfil the legislative requirements of the Education Act 2000.
- To adhere to the guidelines of the National Educational Welfare Board.

Content

- Attendance records for all students will be maintained by the School as set out in this Policy.
- Caomhnoirí, Réaltóirí, teachers and management will encourage regular attendance by students.
- School communications (newsletters, first year induction), meetings with parents and other occasions will be used to communicate to parents the importance of regular attendance and the negative impact of unwarranted absences.
- Teachers will discuss attendance records of students with parents/guardians during the course of Parent/Teacher meetings.
- Where unauthorised absences are suspected parents/guardians will be notified as soon as possible.
- The Attendance Officer in consultation with the SEN department and Student Counselling Service will encourage and facilitate regular attendance by children from families with special difficulties or needs

Related Policies

- Code of Behaviour
- Admissions Policy
- Pastoral Care Policy

Roles and Responsibilities

Colaiste na hInse has a 100% attendance policy. Taking circumstances into consideration a decision regarding when attendance becomes an issue rests with the student's Caomhnóir in consultation with Réaltóir and Attendance Officer. All standard letters are signed by Caomhnóir, Réaltóir and Priomhíde ensuring communication.

Principal

- To ensure that adequate systems are in place to record attendances and absences of students
- To liaise with Attendance Officer to monitor attendance records regularly and notify concerns
- To make reports to the Education Welfare Officer as required by the Education (Welfare) Act 2000
- To inform parents/guardians and students of procedures for the notification of absences withdrawal of students from the School
- To remind students and parents/guardians of the importance of regular attendance and the negative impact of frequent absences on student progress

Deputy Principal

- To encourage regular attendance by students
- To receive reports from Attendance Officer relating to attendance

- To monitor and investigate unauthorised absences of students from the School or from classes
- To contact parents/guardians where unauthorised absences are suspected

Attendance Officer

- To liaise with Caomhnórs on TULSA returns- to fill in TULSA returns and cross check a percentage of rolls for quality control purposes
- To liaise with Réaltóir, Caomhnóir and care team in identifying at risk students.
- To liaise with SEN department and Guidance and Counselling Service in implementing strategies for supporting at risk students.
- To recommend students to the Guidance and Counselling Service who are displaying at risk behaviours with regard to attendance.
- Liaise with Principal regarding notification of concerns to TULSA where absences may be less than 20 days
- To develop positive strategies for encouraging full attendance

Realtóir

- To comment on absences in year group during reporting periods
- To contact parents an/ or meet when in consultation with Caomhnór's attendance has been identified as issue
- To send standard Absence Letters to parents/guardians where frequent absences occur
- To send out standard letter to parents regarding notification to TULSA and notify attendance officer of same (20 days letter with/without concern)
- To contact parents/guardians meet where unauthorised absences occur or are suspected and to notify the Deputy Principal of same

Caomhnóir

- Create a welcoming atmosphere for returning student, enquire after them and welcome them back.
- Praise students in your group with full attendance and set targets for Caomhnóir groups to reach
- To conduct a daily roll call and enter into green roll book and eportal.
- To record notations in green roll book assigning reason for absence
- To fill in documentation regarding student absences for use by the office and Attendance officer in TULSA returns
- To check Cinn Lae for 'Absence slips' signed by parents/guardians from students who have been absent and to sign that these have been seen. Slips to remain in Cinn Lae for end of term removal
- To write a note to parents in Cinn Lae regarding non-production of absence slip
- To send standard letters home regarding holidays during term time.
- To send letters or call when no contact from home regarding absences (3days).
- To keep a record of matters relating to attendance/absences of students e.g. failure to provide Absence Letter from parents/guardians. Record of same to be emailed to Réaltóir
- To note trends in absence records of individual students e.g. Monday or Friday absences and to bring this to the attention of the Réaltóir and parents/guardians of the students concerned (via Cinn Lae)
- To liaise with Réaltóir on matters relating to attendance records of students.
- To make comments on Reports regarding both positive and negative attendance records

Class Teachers:

- Take a roll call in every class and enter results on eportal

- Create a warm welcoming atmosphere in class for returning students. Welcome them back and ask if they are well.
- Discuss students' attendance records with parents/guardians at Parent/Teacher Meetings
- To impress on students the importance of regular attendance and ensure understanding of the links between academic achievement and regular attendance.
- Make comments on report forms regarding positive and negative attendance.

Parents

- To ensure regular attendance of students and avoid unwarranted absences
- To keep all holidays unless express permission is granted by the Principal outside of the school term
- To notify the School in writing of the reason for all student absences: such notice should be provided prior to the absence if possible or otherwise immediately afterwards. Telephone or oral messages relating to student absences must be confirmed in writing on return.
- To provide to the School reliable contact telephone numbers and alternative 'emergency' numbers so that the School may contact parents/guardians or other authorised parties if necessary
- To adhere to the procedures set out in this Policy for the withdrawal of students from School during the school day
- To acknowledge and, where necessary reply to communications from the School in relation to attendance issues

Office

- To amend roll books and eportal to reflect latecomers to school
- To maintain a record of students withdrawn during the school day and their return to school
- To ensure that when a student is withdrawn from the school, a parent/guardian personally accompanies the student who is leaving the school and signs the appropriate record before the student is withdrawn.

Attendance Records

- Teachers will conduct a roll call in each class to be recorded on eportal/Teacher Diaries.
- An official roll call will be conducted at Tíonál each day. The Caomhnóir will maintain a record of student absences and record the number of absences on students' end-of-term Report Forms to parents.
- Letters from parents/guardians regarding student absences will be given by students to the Caomhnóir. These letters will be initialled as seen by the Caomhnóir and remain in the Cinn Lae for end of year removal
- Parents/Guardians are required to give advance notice in writing of all foreseen absences giving a reason for the absence.
- Where an absence is unforeseen, the parent/guardian is required to notify the School by telephone on the morning of the absence. This notification must be confirmed by a written letter(Cinn Lae) stating a reason for and duration of the absence.

- Where a student is to be withdrawn from the School during the school day, the student must present a written request from the parent/guardian to the Caomhnóir in Tíonál. This notice will be presented to the office when the student leaves the school.
- Parents/Guardians or a person nominated by the parents/guardians on the student's Registration Form, must present themselves at the School and sign the office Sign Out Register when a student is withdrawn from the School during the school day.
- Failure to comply with any of the above procedures for leaving the School during school hours is a serious breach of the School's code of Conduct.

School Strategies to Promote attendance

Environment

- CNI provides a safe welcoming positive learning environment for our students.
- CNI positively rewards students with full attendance and improved attendance in school terminal awards ceremony
- CNI focuses monthly on student attendance rewarding those with monthly full attendance with verbal praise and "nota mhaith"
- Encouragement of full attendance by students particularly on days prior to school breaks.

Communication:

- An effective mode of communication, via Cinn Lae, exists between teachers and parents. Regular contact on issues regarding homework, uniform, curriculum areas etc... ensure these issues do not contribute to the non-attendance of pupils
- Early intervention: New parents to the school are made aware of attendance requirements and the importance of attendance at a meeting in September.

Information:

Parents will be reminded of the importance of regular punctual attendance in a letter at the beginning of each school year.

Parents are discouraged from taking holidays during school time. Planned schoolwork will not be assigned for the duration of the holiday period. The onus will rest with the parent to familiarise his/her child fully with the schoolwork missed during the period of the holiday.

Parents will be informed of their responsibilities and the responsibilities of the school with regard to the Education Act.

Caomhnóirs are asked to send names of students they identify with poor attendance- after utilising the structures in place- to the Réaltóir and Attendance Officer to ensure every effort is made to help children at risk as soon as possible.

Any absences after 20 days must be accompanied by a doctor's certificate.

Reports:

Every parent is provided with details of their child's total attendance for the term in the student's school report. Attendance patterns are also discussed at parent-teacher meetings.

Success Criteria

Clear outline of responsibilities of all school partners

An effective record of attendance and trends will be kept

Clear lines of communication developed between parents and school on the issue of attendance

Monitoring Procedures

The policy will be monitored on an on-going basis by the Attendance officer in consultation with SDPI Committee and Senior Management

Review Procedures

This policy will be reviewed on a regular basis.

Date of ratification

SDPI Committee 8th January 2013 _____

Staff 5th February 2013 _____

Parents 11th April 2013 _____

BOM 20th March 2013

Date of review _____