

School Attendance Policy

The Board of Management, parents and teachers of Le Chéile National 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

The aims of the attendance policy in Le Chéile National School are:

- (1) To encourage pupils to attend school regularly and punctually.
- (2) To share the promotion of school attendance amongst all in the school community.
- (3) To inform the school community of its role and responsibilities.
- (4) To identify pupils who may be at risk of developing school attendance problems.
- (5) To ensure that the school has procedures in place to promote attendance/participation.
- (6) To develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.

Strategies for promoting good attendance:

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- A class reward system has been introduced for promoting punctuality at school.
- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-confidence and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Skills guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- The HSCL co-ordinator will liaise regularly with the Education Welfare Officer.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal and HSCL co-ordinator of any concerns regarding the attendance of any child.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.
- At the induction meeting for parents of incoming junior infants, the importance of attendance and punctuality is stressed by the principal. Information leaflets from the NEWB are distributed at this meeting. This is repeated at class meetings and parent/teacher meetings during the year.

Roles and Responsibilities.

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Make the requisite returns to the NEWB.
- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

Class Teacher

The class teacher will:

- Maintain the school roll-book in accordance with procedure.
- Contact parents in instances where absences are not explained.
- Promote a reward system for pupils with exceptional attendance.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

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.
- Working with the School and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support school attendance;
- Refraining, if at all possible, from taking holidays during school time
- Showing an interest in their children's school day and their children's homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children, a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Notifying, in writing, the school if their child/children, particularly children in junior

classes, are to be collected by someone not known to the teacher.

Pupils

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

Communication

1. Attendance record is included in the end of year report for parents/ guardians.
Attendance is also included in the discussions at parent /teacher meetings.
2. Attendance, behaviour and academic records of children who transfer to another primary school will be forwarded to the Principal of the school by post as soon as written confirmation of this transfer is received and written permission has been given by the parent/ guardian.
3. Attendance, behaviour and academic records of children who transfer into Le Chéile National School will be sought directly from the previous school.