

Gaelscoil Uí Drisceoil

Attendance Policy

Ainm na Scoile Gaelscoil Uí Drisceoil

Seoladh: Club Rugbaí na Sean Chríostaithe

Ráth Chuanna

Gleann Maghair

Co. Chorcaí

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Uilchreidmheach

By law, you must let the school know if your child is absent and why. It is best to do this in writing.

Every school must notify the National Educational Welfare Board if it is concerned about a child's attendance. This will generally happen if a child has missed a total of 20 days in the school year, even if those absences are accounted for by letter.

Introduction:

There is a very strong tradition of good attendance in Gaelscoil Uí Drisceoil. We continue to be concerned nevertheless, that parents are aware of the absolute necessity for regular punctual attendance. Quite simply the children can not learn if they are not in school.

Rationale:

The reason it is important for the school to devise a school Attendance Policy is that

- It demonstrates the importance the school places on good attendance*
- It lays out clearly the strategies the school employs to promote good attendance*
- It explains how poor attendance is brought to the attention of the NEWB*

Relationship to School Ethos:

It is implicit in the school ethos that the school takes seriously its duty of care to all students. Recording daily attendance and acting on poor attendance is a practical demonstration of this care.

Aims and Objectives:

- *To recognize and reward good attendance.*
- *To keep an accurate daily record of attendance in the Leabhar Rolla*
- *To forward accurate reports to the NEWB on every child's attendance - four times per annum as per the dates laid down by the NEWB*
- *To store letters/notes from parents re causes for absence.*
- *To provide information to parents/guardians.*

Good Attendance:

Good attendance is publicly acknowledged annually. All children who have achieved 100% attendance in each school year will receive a certificate which is presented at a whole of school assembly. A special presentation is made to any child who has achieved 100% attendance for all their 8 years in school.

- **School Register:**

The School Register must include the names of all children who have a place in the school and the date of first attendance.

Removal of names from Register:

Under the law, a student's name can only be removed from a school register where:

- *A student has been expelled and all appeals processes have been exhausted, or*
- *A school has received confirmation that the student is registered in another school, or*
- *A student has been registered with the NEWB as in receipt of an education in a place other than a recognized school.*

- **School Attendance Record Requirement:**

The School Attendance record should contain the following information on each student on the School Register:

- *Attendance or non-attendance on each school day*
- *A student is in attendance if he/she is present when attendance is checked under the schools normal procedures, ie roll call before 10 am.*

- *IF a student has been suspended for any number of days these should be recorded as absences in the normal way, and categorized appropriately.*
- *Activities organized by the school which have been authorized by the Principal, e.g. school trips, participation in sporting or cultural activities or work experiences, should be recorded as attendance in the School Attendance Record.*

Leabhar Rolla

A daily roll is called every morning before 10am.

At the end of every quarter all class teachers must complete the necessary computations in that section of the leabhar rolla.

Reasons for Absence:

All parents are reminded at the start of the year that a note must be sent into the class teacher explain the reason for the absence. It is the responsibility of each class teacher to store these notes carefully.

Punctuality

School opens at 8.30 am and the principal supervises in the school hall/yard. The bell is rung at 8.45 and class teachers bring their classes to their classrooms at 8.50.

All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of persistent lateness.

Concerns re Absences:

When a teacher has concerns about a child's attendance or punctuality, or patterns of absences, they will bring this to the attention of the Principal. Their attendance will be monitored and if necessary the child's parents will be informed and made aware of the problems the issue of absentism creates for the child.

Reporting of student absences

Under the Education Welfare Act, 2000, a school is obliged to report to the NEWB every time:

- *It decides to expel a student*

- *A student's name is to be removed from the school register for whatever reason*
- *A student has reached 20 days absence cumulatively*
- *A student has been suspended for 6 days or more cumulatively*
- *A Principal is concerned about a student's attendance.*

Schools are asked to submit the following reports:

1. Student Absence Report:

All schools are asked to submit information about individual student absences 4 times throughout the year on designated dates.

Reports should be made online at www.newb.ie.

2. Annual Attendance Report

Schools are also required to submit an Annual Attendance Report Form on the levels of attendance during the school year.

Its submission is a legal requirement under section 21(6) and (7) of Education Welfare Act 2000.

3. Decision to Expel a Student:

The Act of 2000 (Section 24) stipulates that where a Board of Management is of the opinion that a student should be expelled, the Board is required to inform the NEWB of its decision, and the reasons why in writing using the intention to Expel Form. Board of Management will follow all relevant procedures.

Cuntaisí/Transfer of records:

- *Attendance, behavior and academic records of children who transfer to another primary school will be passed to the Principal of the school by post as soon as we receive written notification of transfer.*
- *Attendance, behaviour and academic records of children who transfer into Gaelscoil Uí Drisceoil will be sought directly from the previous school.*
- *Attendance, behavior and academic records of pupils transferring to Secondary school will be sent to the school once enrolment has been confirmed.*

Policy Drafted: September 2007

Implementation : September 2007

Review Date

September 2007.

Ratification and Communication

Policy available online for parents.

Sínte: _____
Éanna Ó Brádaigh
Cathaoirleach

Sínte: _____
Siobhán Ní Chatháin, PO

Review:

In the homework diary it will be the responsibility of the parents to fill in the pages relating to “Reasons for Absence” at the back of the diary

Sínte: _____
Éanna Ó Brádaigh
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