**St. John’s N.S.**

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**Attendance Policy**

**Introduction**

All partners involved in the education of pupils in St John’s N.S. aim to foster a culture of best possible school attendance for all pupils. This strategy will encourage an appreciation of the importance of attendance in order to maximise the learning potential of each pupil.

**Rationale:**

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

-To support all pupils and ensure their right to education

-To ensure all parents are aware of the necessity of regular, punctual attendance.

-To fulfil the legislative requirements of the Education (Welfare) Act 2000.

**Aims of the Attendance Policy:**

1. To create an awareness of the importance of attendance at school
2. To promote a positive attitude towards learning
3. To comply with requirements under the Education (Welfare) Act 2000/ Guidelines from TUSLA Education Welfare Services: Child and Family Agency
4. To complement the school’s ‘Statement of Strategy for School Attendance’

**The Education (Welfare) Act 2000:**

The legislation governing school attendance in Ireland is the Education (Welfare) Act 2000. Parents are required to ensure that their children from the age of 6 to 16 attend a recognised school on each day that the school is open and classes are in progress.

Where the pupil is absent from the school, a standard absence form will be sent home for parents to complete on the child’s return to school.

Schools are obliged to keep a register of the pupils attending the school. They must also maintain attendance records for all pupils and inform the relevant authorities ‘TUSLA: Educational Welfare Services-Child and Family Agency’ if a child is absent for more than 20 days in a school year.

The school must also inform ‘TUSLA: Educational Welfare Services-Child and Family Agency’ if a pupil is not attending regularly or if a student has been suspended or expelled.

Under Section 22 of the Education Welfare Act, 2000, The Board of Management must prepare and submit to ‘TUSLA: Educational Welfare Services-Child and Family Agency’ a ‘Statement of Strategy for School Attendance’.

**TUSLA Educational Welfare Services - Child and Family Agency**

TUSLAEducational Welfare Services - Child and Family Agency is the national agency established to ensure that every child attends school regularly, or otherwise receives an appropriate minimum education. ‘A Statement of Strategy for School Attendance’ must be submitted to TUSLAEducational Welfare Services - Child and Family Agency at attendancestrategies@tusla.ie

**Defining and Recording Non-Attendance:**

The roll is called at 9.20a.m. daily and is recorded on Aladdin. Non-attendance is recorded as per Department of Education Guidelines on the Aladdin system. The standard absence form will be stored in each child’s personal file in the filing cabinet at the end of each school year. At the end of each reporting period, the appropriate data is forwarded to TUSLAEducational Welfare Services - Child and Family Agency.

**Strategies to Promote Attendance:**

* It is endeavoured to make each pupil feel welcome, safe and comfortable in the school.
* The school uniform gives each pupil a sense of pride and belonging.
* Pupils are encouraged to fully participate in all school activities and equal access is given to all.
* Enforcement of the Code of Behaviour and the Anti- Bullying Policy should encourage all pupils to feel good about coming to school.
* Through the Special Educational Needs Policy it is endeavoured to help each pupil to achieve his/her potential and in so doing maintain a positive attitude towards school attendance.
* Parents are informed of the Role of TUSLAEducational Welfare Services - Child

 and Family Agency and the necessity to return absence notes to the school.

* The Board of Management of St John’s N.S. encourages parents not to take children out of school to go on holiday during term-time.

**Roles and Responsibilities:**

**Role of the Board of Management:**

-To prepare a ‘School Statement of Strategy for School Attendance’ and to submit this to the Patron and to TUSLAEducational Welfare Services - Child and Family Agency.

**Role of Parents:**

-To encourage a positive attitude towards school

-To encourage a pride in good attendance

-To notify the school in writing of the reasons for a pupil’s absence in accordance with the Education Act. A standard absence form is sent home with each child after each absence. Parents must complete and return this form.

-A pupil who is unwell should be kept at home until well enough to return to school

**Role of the Principal/Acting Principal:**

-To record pupil attendance on the Aladdin System daily.

-To ensure all absence forms are stored in the pupils’ files at the end of the year.

-To assess the level of absenteeism at the end of each term and to follow up through informal
 correspondence with parents when deemed necessary

-To send a standard letter to parents when a pupil has been absent for 20 days.

-To inform TUSLAEducational Welfare Services - Child and Family Agency in writing

 - when a pupil is absent in excess of 20 school days in a school year.

 - when a pupil is suspended for a period in excess of 6 school days.

 - when a pupil is not attending regularly.

**Role of the teaching staff:**

* To ensure the standard absence form is sent home, with each child, after each absence. This form must be completed by parents and returned to the class teacher.

**Monitoring and Review:**

This policy, in accordance with the Education (Welfare) Act 2000, in conjunction with ‘The Statement of Strategy for School Attendance’, will be regularly reviewed by representatives of the Patron, the Board of Management, parents and teachers.

**Modification Clause:**

The Board of Management reserves the right to modify details of the Attendance Policy at short notice. Such modification may be needed in an ever-changing environment and social context.

**Policy reviewed and ratified on the following dates:**

* Thursday, 17th October, 2019
* Friday, 8th October 2021
* Wednesday, 19th October 2022
* Thursday 12th October 2023

**Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chairperson,

Board of Management

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Principal