

Scoil Oilibhéir Naofa Junior School

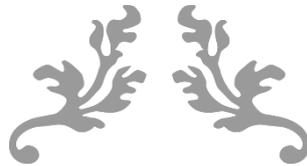
Bettystown, Co Meath A92 H762

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Principal – Maria White

Acting Deputy Principal: Sarah Liddy



ATTENDANCE POLICY

STATEMENT OF STRATEGY FOR SCHOOL ATTENDANCE



Statement of Strategy for School Attendance

Vision and Values

At Scoil Oilibhéir Naofa we aim to ensure that each child reaches his/her full potential in all areas of learning and development. In order for this to happen it is essential that all children attend school as much as possible. Good attendance will therefore be encouraged and promoted. We aim to build a culture of high expectations for each student's learning, participation and attendance. There will be a focus on the importance of good attendance and punctuality from Junior Infants onwards.

Aims/Expectations

- To raise awareness of the importance of regular school attendance and punctuality.
- To ensure that the school has procedures in place to promote attendance and punctuality.
- To ensure there is a standard system in place for keeping records about arriving late, leaving early, attendance and non-attendance.
- To identify pupils who may be at risk of developing school attendance problems.
- To develop links between the school and the families of those children who may be at risk of developing attendance problems.
- To ensure compliance with relevant legislation, circulars and statutory guidelines.

Punctuality

School begins at 9.00am. All children are expected to be in their line when the class teacher brings the line in. When all the class lines have entered the school building the school doors will be closed. If a child arrives at school after the doors have closed, it is the duty of the parents/guardians to ensure that the child enters school safely.

Monitoring Attendance

We record pupil enrolment and attendance details in electronic format using the online Aladdin system. Each teacher will record attendance/absence on the system by 10.00 am daily. The reason for a child's absence will also be recorded once the parents/guardians have given the teacher the relevant explanation.

Attendance Targets

We at Scoil Oilibhéir Naofa are committed to promoting good attendance. Regular attendance has a significant impact on a child's success at school. To achieve this, a high level of attendance must be maintained throughout the whole year.

In the 2018/19 school year we aim to:

- maintain our whole school rate of attendance of 94%
- focus our efforts on improving the attendance of chronic poor attenders (over 30 school days missed in the previous school year)
- reduce the number of chronic non attenders from 9 to 7

- Reduce the highest absent rate from 55 days to 40 days

Whole School Approach

We endeavour to enable all our students to participate in all areas of school life. There will be regular communication between parents and the school regarding absenteeism and lack of punctuality. We will support and work with parents in cases where children have poor attendance.

Promoting Good Attendance

- Praise for good attendance by the class teacher and principal
- Excellent attendance and noticeable improvements in attendance will be highlighted at assembly
- Certificates for the classes with the best attendance each term
- Individual certificates for children with 100% attendance and excellent punctuality each term
- Children who have a poor attendance record and their families will be supported in an effort to improve their attendance
- Principal to meet with the parents of the five most chronic poor attenders at the start of the school year

Responding to Poor Attendance

- Parents will be sent a text after their child has reached 10 absences through the Aladdin attendance system
- A letter will be sent to parents when a child reaches 15 absences. The parents will be invited to a meeting with the class teacher (and possibly the principal) to discuss the child's attendance.
- A letter will be sent to parents when their child has reached 20 absences. The school must notify the Education Welfare Officer when a child is absent 20 days or more.

School Roles

The School Principal will:

- Ensure that the school register is maintained in accordance with regulations
- Promote the importance of good attendance and punctuality among pupils, parents and staff
- Comply with the provisions of the Education Welfare Act
- Meet with parents of chronic poor attenders
- Explore with parents how school can support attendance

The Class Teacher will:

- Encourage good attendance and punctuality
- Record attendance details each day
- Keep a record of explained and unexplained absences
- Contact parents when an absence is not explained
- Promote attendance at meetings with the parents
- Inform the Principal of any concerns he/she may have regarding the attendance of any child in relation to absences/ punctuality

This policy was adopted by the Board of Management on

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- Signed: Signed:.....
- Chairperson of Board of Management Principal
- Date..... Date: