

**Presentation Primary School,
Station Road,
Portarlinton,
Co. Laois**



Presentation Primary School Mission Statement

We endeavour to provide a holistic Catholic education for each child, where respect and care for all, are central values.

Attendance Policy

Attendance Strategy Statement

Rationale

Presentation Primary School, Portarlinton decided to draft an Attendance Policy because:

1. It is a priority area.
2. The fabric of society is changing all the time .
3. It is a requirement under the Education Welfare Act 2000.
4. We need to comply with the requirements with the above Act.
5. We need to encourage and promote full attendance at school.

Relationship to Characteristic Spirit of the School

Attendance at school is a requirement under law. Our strategy hopes to continue to promote attendance and to encourage parents and children to see that good attendance helps children to become fully involved in school life. This also helps the holistic development of the child.

Aims:

Presentation Primary School, Portarlinton is committed to providing a learning environment that will foster each child's learning and encourage them to attend school regularly. Our aim is to provide a stimulating day, with clear guidelines and structures, so that children feel welcomed and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance. In so far as possible, we aim to have full attendance from all pupils.

Casual absences [for whatever reason] are discouraged as they have a direct impact on the child's learning. We aim to support children and parents in achieving good attendance.

We aim to identify pupils at risk of leaving school early and we hope to make parents aware of their responsibilities, around attendance under the Education Welfare Act.

Among the many strategies/measures we use to ensure good attendance are:

1. We aim to provide a warm, welcoming and supportive learning environment for our pupils, one in which they are valued and respected and in which provision is made for their learning needs.
2. Alison Flanagan has a Special Duties Post which includes the monitoring and promotion of good attendance and liaises with the N.E.W.B.
3. We positively affirm those children who have excellent attendance. They are awarded monthly with a sticker stating 'Hurrah I've never missed a day'. They are awarded annually with a small trophy in recognition of their full attendance during the year.
4. We praise those children who are making a serious effort to improve their attendance.
5. We have regular communication with parents and provide them with updates on their child's attendance if it is a cause for concern.
6. We ask parents to value every minute that the children spend at school and therefore make sure that they are punctual. Pupils should not feel uncomfortable if they arrive late for school but if it becomes an ongoing problem and is impacting on the child's progress in school, a meeting should be arranged with the parents/guardians and the matter should be discussed.
7. It is important that parents do not ask to let the children off early, unless for a specific appointment. We use a sign-out book for parents to sign if their child leaves the school early for any particular reason. This enables us to keep a record of such

absences and make parents aware of how much time is being missed especially if these absences are on-going and impacting on the child's progress.

8. The Education Welfare Act 2000 provides a framework under which attendance at school can be dealt with by law. As a result of the Act, the National Education Welfare Board [N.E.W.B.] has been established and has appointed Education Welfare Officers.
9. Under the regulations of the Act, the school is obliged to:
 - Keep a record of pupils' attendance
 - Submit to the N.E.W.B. the names of all pupils who miss 20 or more days from school
 - Keep a written record of pupils' absences
 - Presentation Primary, Portarlinton uses the Aladdin Schools' Management System to keep a record of pupils' attendance . Attendance of each child is also recorded daily in the class Roll Books

*Aladdin is a computer based administration system with controlled password protected access to all information relating to the school. It is designed to store all information relating to the school .[Detailed guidelines re: the Aladdin Programme are available in the Plean Scoile]. Aladdin allows daily attendance to be recorded and viewed. It enables the administrator to streamline reporting to the NEWB/Tusla and the D.E.S. .School reports, student intake, class lists, results of Standardised Testing and the school calendar are just a few of the information storage options available on Aladdin .

Under the Act, parents are required to :

- Send their children to school each day
- Notify the teacher /Principal, in writing, the reason for a child's absence

Roles and Responsibilities

1. If a child is absent for 20 days or more, _____ will inform the parents/guardians before including the child's name in the report to the N.E.W.B. She will also notify the N.E.W.B., if a child has been suspended for six days or more and also if a child has been expelled.
2. If a child is transferring to our school from another school in the state, it is hoped that the Principal of that school will pass on any concerns re: attendance .

3. If a child transfers from our school to another school, details about the child are passed on to the Principal of the new school. These details include attendance figures, results of standardised tests[where applicable] and any other relevant educational report.
4. The teacher calls the Roll each day at 10 a.m. approx., on Aladdin and in the Roll Book. The Teacher also keeps a record of explained/unexplained absences and informs the Principal if there are any concerns. The teacher is responsible for keeping the Roll Book in good condition and for ensuring all required information is entered into same. A black pen is always to be used for this purpose.
5. Teachers will not assign work for children who are absent because they are on holidays.

Success Criteria

The success of the Policy will be measured through :

1. Improved attendance levels.
2. Happy, confident well adjusted children.
3. Positive parental feedback.
4. Improved academic performance .

Ratification of Policy

This policy was adopted by the Board of Management on _____ [date].

www.statute.ie

Circular 45/2013

Bullying in the workplace, SI 17/2002

Code of Practice for Employers & Employees on the Prevention and Resolution at Work, HSA 2007

Working Together, INTO, 2000

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: _____

Date: _____

Date of next review: September 2017

