

Attendance Policy



"Live as free people"

St Peter's Community School

Approved November 2017

SCOPE

This policy applies to the pupils attending St. Peter's Community School.

GOALS/OBJECTIVES

- To promote and encourage high levels of attendance.
- To ensure a co-ordinated school response to absenteeism.

CONTENT

St. Peter's strongly recognises the importance of regular, consistent attendance. Where this is not achieved the school has a set protocol to ensure the immediate follow up:

- Register is marked in each class by the subject teacher.
- Parents are asked to inform the school on the first day of any absence.
- A text message will be sent to Parents when: (a) The school is not informed of a pupil's absence, (b) A pupil leaves or fails to attend school without permission.
- Students that leave school without permission can only return to school following a meeting between the student, their parent or guardian and the Year Tutor/Deputy Principal/Principal.
- Attendance reports are sent to TUSLA as required.
- Parents/guardians are notified by the co-ordinator of attendance if their child has exceeded 20 days absence.
- Rewards and incentives are given to students for good attendance and to encourage students to attend school regularly.
- Excellent attendance is recognised at our annual Student Awards.

RELATED POLICIES - School Rules. Code of Conduct. Admission Policy. Pastoral Care.

ROLES AND RESPONSIBILITIES

Pupils: must attend school each day as agreed on enrolment in St. Peter's.

Parent/Guardian: have a legal obligation to ensure that their children attend school and, in the event of absence on any given day, to communicate to the school both the fact of that absence and the reasons thereof.

Teachers: mark attendance for each class on VSware.

Office Staff: monitor and co-ordinate attendance information which teachers submit via VSware.

Co-ordinator of Attendance:

- Be proactive in promoting high standards of attendance of students at school.
- Ensure that the register is recorded accurately early morning and afternoon, including returns from teachers, dissemination of daily summary of absences and any necessary follow up.
- Ensure that the option register system operates.
- Monitor the absence book in relation to excessive absence and signing out by students.
- Co-ordinate and develop a consistent-effective system for monitoring and following up absences.
- Co-ordinate and assist with follow up absences with year tutor in unusual or chronic cases including standard letters, meetings with students, parents, home visitation in exceptional circumstances and sanctions if needed.
- Be responsible for the schools obligations to report absences to the National Educational Welfare Board and to complete all relevant administration/forms etc.

Year Head/SMT: check absence note signed by parent/guardian and any necessary follow up (informing parents after five days)

Deputy Principal/Principal: are responsible for the overall implementation of the policy.

SUCCESS CRITERIA

Ensuring St. Peter's is well below the national average of pupils who have missed more than twenty days.

MONITORING PROCEDURES

The co-ordinator of attendance will monitor the overall effectiveness of the policy.

Review Procedures - The policy will be reviewed annually
H. Attendance Policy