



ST. SENAN'S N.S.

(SCOIL SEANÁIN NAOÍFA)

Attendance Policy

Our vision

Our vision is to create engaging pupil centred classroom environments where the children in our school are actively involved in the learning process. We value all the children in our school and we ensure that we make every effort to create an inclusive environment where our children feel nurtured and welcome while attending School.

Aims:

St Senan's National School is committed to providing a learning environment that will foster all children'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 welcome and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance. As far as practically possible, we aim to have full attendance from all of our pupils. Casual absences (for whatever reason) and late arrivals are discouraged as they have a direct impact on children's learning. We aim to support children and parents in achieving good attendance.

Strategies and approaches to promote attendance:

Among the many strategies and measures we use to ensure regular attendance are;

- We aim to provide a warm welcoming and supportive learning environment for pupils, one in which they are valued and respected and in which provision is made for their learning needs.
- One teacher, the deputy principal, has a special duties post which includes the monitoring and promotion of good attendance.
- We hold regular and open class level discussions with the children on the importance of regular attendance (sphe).
- We publicly and positively affirm those children who have excellent attendance and they are awarded at the end of each term with attendance certificates and a prize.



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- We praise and reward those who are making a serious effort to improve their attendance.
- Children with full attendance for the year will be presented with a certificate from the DES affirming their attendance at the final year assembly.
- We have regular communication with parents and provide updates on their child's attendance, if it is a cause for concern. A letter is sent to parents of children who were absent for 15 days. This letter acts as a check for parents to ensure attendance is maintained and avoid the reporting process.
- Our class teachers and support teachers seek to ensure that children who may be experiencing learning difficulties are actively supported and encouraged to the appropriate teaching. Homework is tailored to the individual needs of these pupils.
- Our school's code of behaviour takes a positive approach to fostering good behaviour. All staff implement an Incredible Years approach to promoting positive behaviour in the school.
- We ask parents to value every minute that the children spend at school and therefore make sure that the children are sitting in their classrooms by 8:50 a.m..The school operates an automated roll call. Aladdin. All arrivals are recorded and the reason for lateness is entered. Parents are asked to supply the school with information in writing as to the reason for their child's absence or contact Bella in the office.
- In the same way we ask parents not to ask to let the children off early unless for a specific appointment. We use a sign out sheet for children who were collected early by a parent. This enables us to keep a record of such absences and make parents aware of how much time is being missed.

Roles and responsibilities

Staff

The education (welfare) act 2000 provide a framework under which attendance at school can be dealt with by law as a result of the act the national education welfare board (Catholics any WB) has been established and has appointed education welfare officers fullstop under the regulations of this act the school is obliged to;

- Keep a record of pupils' attendance (aladdin).
- Submit to the NEWB the names of all pupils who have missed 20 days of school.
- All absence notes are kept in a folder in the classroom and entered on the Aladdin system.



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Parents

Under the act parents are required to;

- Send their children to school each day.
- notify the Principal (in writing message through class dojo) the reason for a child's absence.
- The school keeps a record of all such absences using the codes a set down by the nvw be full stop to facilitate both parents and teachers in the maintenance of such records the school uses a standard absence form (included in homework journal) that is to be returned the child's teacher after a day days missed. no submitted by parents are found in the same manner.

Implementation and review

Implementation of this policy commences in the 2021/22 school year. Attendance will be monitored weekly (via Aladdin) by the principal and the DDLP. The policy will be reviewed at the end of this year and thereafter embedded into regular School practice.

Ratification

A draft policy statement was disseminated to members of the board of management and presented for ratification in in October twentytwentyone

Signed: _____

Date: _____

National education welfare board codes for category of absence;

A illness

B Urgent Family Reason

C Expelled

D suspended

E Other

F Unexplained

G Transfer to another school.