

# SUNCROFT NATIONAL SCHOOL

**Policy Number: 2 - POLICY ON CHILDREN'S ABSENCES      REV:2**

**We as a staff feel that a child's absence from school on a regular basis:**

- Is detrimental to his/her general progress
- Interferes with the child's pattern of learning
- Creates a lack of continuity in the child's education and general progress
- Keeps the child outside the general feeling of belonging, which children who attend regularly experience
- Interferes with a developing friendship with their peers
- Deprives the child of much enjoyable school activity.

## **Schemes to promote good attendance:**

1. Liaison with parents in general.
2. Liaison with individual parents re: problem attendance.
3. School reward schemes, for example, working up to days. When a child has attended for 60 days approximately he/she will get a certificate of attendance. This will be at the discretion of the class teacher.

## **Policy on Absences:**

- Parents are encouraged to send their children to school regularly and on time.
- Parents are encouraged to contact the school when a child is absent and to give an indication of when the child will be back.
- Notes from home should give a clear statement as to why a child is absent.
- When a child has missed more than 20 days the Education Welfare Officer is informed.
- Parents are informed by newsletter of the 20 days absences provision with the Education Welfare Officer.
- All absences are recorded in attendance book.
- Absences are collated on monthly absence sheets which also records details of contact from parents and reasons for absence.
- Notes relating to absences are retained on a monthly basis by teachers.

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