

SUNCROFT NATIONAL SCHOOL

Policy Number: 33 - SCHOOL ATTENDANCE POLICY REV:2

There is a very strong tradition of good attendance here in Suncroft National School.

However, we as a Board of Management and staff, are anxious that parents are aware of the absolute necessity for regular punctual attendance at school. Put simply, children cannot learn if they are not in school. The following strategies are put in place to help foster an appreciation of learning and good attendance.

1. A copy of the school calendar is distributed as part of the parents Information Booklet each September. In this way, families can plan well in advance for any breaks, get-togethers, holidays, etc, without impinging in the integrity of the school year.
2. At the AGM of parents, held each September, parents are encouraged to send their children regularly.
3. A copy of the School Welfare Act re 20 days absence is included in the Parents Information Booklet.
4. The school issues certificates of Regular Attendance (less than 10 days absence) with the Annual School Reports to each child. These are sent by post.
5. As stated in the Information Booklet for Parents (Educational Welfare Act Section) it is accepted practice here in S.N.S. to phone the school on the day of any absence and to send a follow up note on the child's return to school. The Principal notes the reason (for welfare reporting issues).
6. We try our best to identify any students who may be at risk of developing school attendance problems. In such cases, where we have not been contacted or not given a valid reason, the Principal will seek to discuss the matter with the parents, either by phone or personally. For seriously irregular absences, the Principal will write to the Educational Welfare Officer and notify the parents of this by letter. Experience tells us that seriously irregular attendances is not an issue in Suncroft National School, but should it occur we will deal with it as stated.
7. Attendance, behaviour, academic reports for children (and any other relevant reports, with parental consent) who transfers from Suncroft National School to another primary school will be sent by post to the Principal of that new school as soon as we get written notification of the transfer.
8. Attendance, behaviour, academic reports for children (and any other relevant reports, with parental consent) who transfers into Suncroft National School will be sought directly from the previous school.

9. Attendance, behaviour, academic reports for children (and any other relevant reports, with parental consent) transferring to second level school will be sent to the new school as deemed necessary.

References:

**Educational Welfare Act 2002
Section 111(selected Paragraphs 20-22)**

10. Absences are recorded:

- in a roll book
- attendance book
- monthly absence sheet. This also records communications from parents and reasons for absence.
- All absences notes received are retained by the teacher.

11. We encourage regular attendance on a positive reinforcement/reward basis.

11. I have read and agree to abide by the School's Attendance Policy.

Updated 2nd November 2011