



## **Greystones Community National School**

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## **Greystones CNS Attendance and Punctuality Policy**

### **Introduction**

It is vital that children attend regularly and punctually to achieve to the best of their ability. Regular absence and lateness can result in children missing many learning opportunities which over time can have a severely detrimental effect on their child's achievement in school.

### **Aims and Objectives**

- Ensuring that pupils are registered accurately and efficiently
- Ensuring that pupil attendance is recorded daily
- Encouraging full attendance where possible
- Identifying pupils at risk
- Promoting a positive learning environment
- Enabling learning opportunities to be availed of
- Raising awareness of the importance of school attendance
- Fostering an appreciation of learning
- Identify pupils at risk of leaving school early
- Ensuring compliance with the requirements of the relevant legislation
- Developing, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems
- identifying and removing, insofar as is practicable, obstacles to school attendance

### **Compliance with school ethos**

This policy compliments the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

## **Roles and Responsibilities**

All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance and the school principal makes returns to the Education Welfare Officer and has responsibility for maintaining the Leabhar Tinrimh.

It is the responsibility of the principal and staff to implement this policy under the guidance of the school's board of management/ single manager.

**It is the responsibility of Parents/Carers to contact school before 10am via email or phone call to inform them if their child will not be present that day. If the school does not receive this notification they will call parents to ascertain the reason for absence. If it is a planned absence (eg Medical Appointment) parents will preferably flag this in advance with the class teacher.**

## **Punctuality**

School begins at 8.45 am. All pupils and teachers are expected to be on time. **The school will contact parents/guardians if a pupils name is marked as late 5 times.** The school will explore with the parent the reasons why the pupil is persistently late and if there is any support the school can offer to aid the situation.

## **Recording and Reporting Attendance**

The school attendance of individual pupils is recorded in the Leabhar Rolla (Roll Book) of each class on a daily basis. Class attendance data is recorded weekly in the Leabhar Tinrimh (Attendance Book). The annual attendance of each individual pupil is recorded in the Clár Leabhar (Register), together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion, Parents' Names and Parents' Occupations).

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher on our school management system Aladdin. The roll call is taken before 9.45am each morning. Any pupil not present will be marked absent for the day unless a child's absence has been flagged up in advance for medical appointments and they are to attend later in the day and any who arrive late will have the duration of that lateness marked. The roll book may not be altered once it has been filled in. A note/email from parents/guardians is required to explain each absence. Such correspondence will be retained by the school. Parents/guardians must also provide a note/email if a child departs early or arrives late due to an appointment during the school day. Late arrivals and early departures are recorded by the school secretary.

Parents/guardians are made aware of the requirements of the Education Welfare Act (2000), particularly the by-law relating to absences of more than 20 days per school year. They are notified in writing on the end of year report of the total number of absences during the school year. Pupils whose non-attendance is a concern are invited to meet with the principal during parent/teacher meetings and are informed of the school's concerns.

The school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more.

### **Promoting Attendance**

The school promotes good attendance by:

- creating a safe and welcoming environment
- ensuring children are happy
- displaying kindness, compassion and understanding
- being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early
- rewarding good attendance with certificates/medals.
- 100% attendance for an entire term gets an Attendance medal at a special ceremony at the end of the year whereas 100% Punctuality gets a Punctuality certificate. (If a child has missed a small number of days due to illness a special certificate will be awarded.)
- The class with the best attendance and punctuality will be awarded a certificate at a weekly assembly. (When the school grows in size)

### **Educational Welfare Services –Tusla**

The Educational Welfare Services of the Child and Family Agency operate under the Education (Welfare) Act, 2000, a progressive piece of legislation that emphasises the promotion of school attendance, participation and retention. The [statutory](#) and [school support services](#) of the Child and Family Agency's Educational Welfare Services work together collaboratively and cohesively with schools and other relevant services to secure better educational outcomes for children and young people.

Schools are obliged by law under the Education (Welfare) Act, 2000 to submit reports on school attendance to the Educational Welfare Services of the Child and Family Agency.

The Education Welfare Officer is informed if:

- A child is expelled
- A child is suspended
- A child has missed more than 20 days.

The NEWB is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.

## **Whole School Strategies to Promote Attendance**

Greystones CNS endeavour to create a safe, welcoming environment for our pupils and their parents/guardians. Parents/guardians will be consulted when reviewing policies with the aim of promoting a high-level of co-operation among the school community. The teaching staff collaborates in the planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils.

So far, school attendance is strong in our school. However, the staff remains vigilant so that 'risk' students are identified early. Risk students can be categorised as those who miss more than 5 days in a 20-day period without an accompanying note of explanation from parents/guardians. Appropriate contact takes place between the school and parents/guardians either via a letter, email or a telephone call when this occurs. A meeting between parents and the principal may be set up if deemed necessary. Absences of more than 20 days are automatically referred to the Education Welfare Officer.

New entrants and their parents/guardians are invited to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained. There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.

The calendar for the coming school year is published annually in June and a reminder is published in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.

Pupils are expected to wear the correct school uniform.

Parents/guardians are informed if a child has no lunch, and if one cannot be provided for him/her, the school will provide a sandwich and a drink.

## **Strategies in the Event of Non-Attendance**

Section 17 of the Education (Welfare) Act (2000), states that 'the parent of a child shall cause the child concerned to attend a recognised school on each school day'.

Section 21 of the Act obliges schools to inform the Education Welfare Officer if a child is absent on more than 20 days in any school year, or if a child does not attend school on a regular basis.

In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child's parents and the principal of the school) may serve a 'School Attendance Notice' on any parent who he/she concludes is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment. Reasons for absence are recorded and reported to the NEWB five times during the school year through an online system. An annual report is submitted – not more than six weeks following the end of the school year - detailing the overall level of attendance at the school during that school year.

### **Transfer to Another School**

Under Section 20 of the Education (Welfare) Act (2000), the principal of a child's current school must notify the principal of the child's previous school that the child is now registered in their school.

When a principal receives notification that a child has been registered elsewhere he/she must notify the principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

### **Communication with other Schools**

When a child transfers from Greystones CNS to another school, the school's records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer.

When a child transfers into Greystones CNS confirmation of transfer will be communicated to the child's previous school, and appropriate records sought.

Pupils transferring from Greystones CNS to a post primary school will have their records forwarded on receipt of confirmation of enrolment.

### **Parents/guardians can promote good school attendance by:**

- ensuring **regular and punctual** school attendance.
- notifying the school if their children cannot attend for any reason.
- working with the school and education welfare service to resolve any attendance problems.
- making sure their children understand that parents support good school attendance.
- discussing planned absences with the school.
- refraining from taking holidays during school time.
- showing an interest in their children's school day and their children's homework.
- encouraging them to participate in school activities.
- praising and encouraging their children's achievements.

- instilling in their children a positive self-concept and a positive sense of self-worth.
- informing the school in writing of the reasons for absence from school.
- ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- contacting the school immediately, if they have concerns about absence or other related school matters.
- notifying, in writing or email, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

### **Evaluation**

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through Leabhar rolla records and statistical returns
- Positive parental feedback
- Teacher vigilance.

### **Implementation/Ratification and Review**

Chairperson's Signautre: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_