



Carnaross National School, Kells, County Meath
Telephone 046 9245598
email: office@carnarossns.ie

School Attendance Policy

Education Welfare Act (2000) 21, 22 (6)

Useful references are: Empty Desks: Positive Approaches to Maximising Attendance in Primary School (CDU, Mary Immaculate College, 2000) and

Promoting School Attendance (INTO, 1995)

See also Solas, March 2001

Introductory Statement: The staff of Carnaross National School was involved in formulating this policy at a Staff Meeting in January 2005. Revised in 2010 and revised 11th April 2016.

Rationale: We need this policy to comply with Education Welfare Act

Relationship to school mission statement/philosophy/vision: We encourage pupils to achieve optimum attendance in order to enhance abilities in all curricular areas.

Aims:

- to encourage all pupils to maximise attendance
- to identify children at risk in developing attendance problems

Guidelines:

1. There is a high level of regular attendance in our school
2. We encourage good attendance by establishing close contact with parents and affirm good practice
3. We identify at an early stage students at risk of developing school attendance problems and work with parents to encourage them to send pupils to school regularly.
4. The School informs all parents of the implications of non attendance as per the Education Welfare Act (2000). This is done through the infants handbook and a reminder will be sent out to the parents every September see appendix 1. Parents are made aware of the need to notify the school if child is absent by a note or call to Office.
5. A record is kept of absences for that academic year in class teacher's file. If a child is nearing 20 days absence the parents are reminded informally about this.
6. The principal ensures that when children move to our school, the principal of the last school is contacted to make them aware of the child's enrolment and to seek information about the child re attendance.
7. We report on attendance levels to the National Education Welfare Board (NEWB) when a pupil/s are absent for 20 days

Roles and Responsibilities:

- Principal – Report to National Education Welfare Board (NEWB)
- Class Teacher – Record absences on Aladdin and inform Principal regularly
- Pupils – Endeavour to attend regularly and punctually
- Parents – support school policy
- BOM – support school policy

- Teachers monitor Aladdin in their classrooms and will inform the Principal if pupil is nearing 20 days absence.

Success Criteria

- Optimum attendance
- Improved attendance levels

Date for implementation

Current practice in Carnaross National School

Ratification and communication

This policy will be presented to BOM for ratification at next board meeting and circulated to parents through the Parents Association

This Policy was reviewed and ratified by the Board of Management on 17th day of February 2020.

Signed *Paddy Keogan*
Chairperson Board of Management

Signed: *Dervilla Finnegan*
Principal

Appendix 1

We commend the parents of Carnaross National School on the high level of regular attendance and punctuality in our school. According to the Education Act (2000) 21,22 (6) and the School Attendance Policy the school Management are obliged to inform all parents that children are expected to be punctual and to attend school everyday. Good school attendance is crucial to a child's progress. The National Educational Welfare Board was established to support school attendance and participation in education and training for as long as possible. The NEWB also follows up on children who are not attending school regularly. Under Section 21 of the Education (Welfare) Act 2000 schools must:-

- Monitor the attendance of all students enrolled.
- Report to the NEWB every time a student has reached 20 days absence cumulatively and send parents letter informing them about this.
- Report those students about whose attendance the Principal is concerned.

It is very important when your child has been absent from school, that you send a written note to the class teacher on his/her return, stating the reason for the absence.

We ask parents not to take children out of school for holidays as studies show it impacts negatively on their overall performance at school.

Testing takes place during the month of May every year.

Appendix 2



Carnaross National School, Kells, County Meath

Telephone 046 9245598

email: office@carnarossns.ias

(Parents)

(Date)

Dear

I am writing to you regarding (Child's name) attendance at school.

He/She has been absent for days.

Every child up to 16 years of age must attend school regularly as outlined in the Education (Welfare) Act 2000. When a child is absent, you as a parent must let the school know the reason for the absence on every occasion. It is school policy that such notification must be in writing.

If a child is absent for more than twenty (20) days, the school is legally obliged to notify the National Education Welfare Board. If you would like to discuss your child's level of absence with us please make an appointment.

Yours faithfully,

Dervilla Finnegan
Principal