

## **SCHOOL ATTENDANCE POLICY**

There is a very strong tradition of good attendance in Scoil Diarmada. However, the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. Quite simply, children cannot learn if they are not in school. The following strategies have been put in place to help foster an appreciation of learning and good attendance:

1. In our Code of Behaviour the school places greater emphasis on rewards than on sanctions in the belief that this will, in the long run, give the best results.
2. The Class Teacher at the end of the school year issues certificates of Good Attendance.
3. As stated in the Code of Behaviour parents are expected to write notifying the teacher of the reason for a child's absence. The teacher files this note in a folder with a separate plastic pocket allocated to each child.
4. The class teacher will complete on an ongoing basis a form explaining absences under the following headings; (A) Illness, (B) Urgent Family Reasons, (C) Expelled, (D) Suspended, (E) Other (All other holidays, religious observance, Emigration, (F) Unexplained, (G) Transfer to another school.
5. Identification of students who are at risk of developing school attendance problems:
  - A) Irregular Absentee: 5+days absent from the beginning of school year to Halloween break.
  - B) Seriously Irregular Absentee: 10+days absent from beginning of school year to Christmas.
  - C) Chronic Absentee: 15+absent in any period of time during school year.
6. Appropriate contact will take place between the school and parents/guardians of these children.
  - A) For Irregular Absentees the teacher will inform the parents by letter of her/his concerns about the child.
  - B) For seriously Irregular Absentees the Principal will write to parents inviting them to a meeting to discuss the problem.
  - C) For chronic Absentees the Principal will inform the Education Welfare Officer and notify parents of this by letter.
7. Attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school by post as soon as we receive written notification of transfer.
8. Attendance, behaviour and academic records of children who transfer to Scoil Diarmada will be sought directly from the previous school.
9. Attendance, behaviour and Academic records of pupils transferring to Secondary school will be sent to the school once enrolment has been confirmed.