

Pupil Attendance Strategy 2022

Introductory Statement:

This policy was originally formulated by the staff of Knockminna National School on 26/10/2011 and ratified by the Board of Management on 23/01/2012. It was reviewed by the staff again in September 2017. It was again reviewed by the staff on the 29.08.2022 and changes made to the policy were re-ratified by the B.O.M. on _____

Rationale:

It was originally necessary to formulate a policy outlining the procedures in relation to pupil attendance in the school as the staff had noticed a high level of absenteeism beginning to appear on roll books over a period of time. The inspector had also recommended that we look at some ways of improving attendance. Following the 2 year period in which Covid 19 was hugely prevalent, absenteeism had become a very big problem, therefore it became necessary to re-visit our attendance strategy policy.

Relationship to school ethos:

At Knockminna N.S., all the staff aim at making the school a centre of excellence in which high professional standards are maintained and where pupils learn in a well-ordered, caring, happy, safe and secure environment. It is felt that to reach full potential, all children should attend school every day, where possible to do so.

Aims:

- To clarify procedures relating to pupil attendance/absence.
- To encourage all pupils to attend school when possible to do so and encourage their parents to send them at every opportunity

Content of Strategy:

- It is the policy of the Board of Management of Knockminna N.S. to inform parents in a 'Welcome back letter' that an e-mail to the class teacher explaining any absences is vital for school records as reports are made to 'Túsla' (The Child and Family Agency) upon a child being absent for 20 days (or more).
- This e-mail is required on or before the day/days of absence where possible to facilitate accurate recording of the roll on Aladdin.
- At the end of each term, children, who have no absences, receive little rewards and certificates as a congratulations for their good attendance and this also serves as an incentive to others to aim for full attendance.

- It was decided to inform parents of the number of days that their child has missed at Parent/Teacher meetings.
- It was also agreed that it would be a good idea to send an email to Parents when their child has missed 10 days and to remind them that a report will be made to Túsla when they are absent for 20 days (or more).
- Parents are informed when a report is being made to 'Túsla' regarding their child's absenteeism of 20 days (or more)
- Parents are informed annually in the end of year school report of their child's attendance record for the year.
- Roll call is taken each day at 9.45a.m. on the online school management tool 'Aladdin' Children who come to school after this time are recorded as late and the number of minutes they are late is recorded by the class teacher.
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Roles and responsibilities:

- It is the Principal teacher's role to inform parents of the procedures regarding absences at the beginning of the year and to also inform them of their child's annual attendance record at school.
- It is each class teacher's responsibility to keep records on 'Aladdin' and also to keep records of any emails/notes/appointments etc. received which explain various children's absences.
- It is the Deputy Principal's role to fill the Túsla report online and inform parents when a report is being made about their child's absenteeism in the event that the child has been absent for 20 days or more.

Review:

This policy will be reviewed when the need arises.