

# Scoil Náisiúnta Lorcáin Naofa, Tynagh N.S.

Tynagh, Loughrea, Co. Galway. H62 AW74

School Phone: (090) 9745439  
School mobile: (086) 7037245

Website: [www.tynaghns.ie](http://www.tynaghns.ie)  
E-mail: [info@tynaghns.ie](mailto:info@tynaghns.ie)

Roll No.: 17490o  
CHY 20121846

## **Tynagh N.S. Attendance Policy**

### **Introduction**

The review of our Attendance Policy was a collaborative school process involving staff and Board of Management.

### **Rationale**

The main factors contributing to the formulation of a revised policy can be summarised as follows:

- To promote and encourage regular attendance as an essential factor in our pupils' learning
- Legislative requirements such as the Education Welfare Act 2000 and the Education Act, 1998
- The role of the Tusla

### **Aims and Objectives**

The revised policy is geared towards:

- 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 complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

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## **Roles and Responsibilities**

All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance and the principal makes returns to Tusla.

It is the responsibility of the Principal and staff to implement this policy under the guidance of the school's Board of Management.

## **Punctuality**

School begins at 9.20 am. All pupils and teachers are expected to be on time.

## **Recording and Reporting Attendance**

The school attendance of individual pupils is recorded on Databiz on a daily basis. Monthly totals are printed and stored securely.

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. The roll call is taken at 10.45am each morning. Any pupil not present will be marked absent for the day. Databiz has a facility whereby late attendance can be recorded and this should be used. A note from parents/guardians is required to explain each absence. Such notes will be retained by the class teacher. Parents/guardians must also provide a note if a child departs early during the school day. These notes are dated and kept by the class teacher and presented to the principal at the end of the school year.

Parents/guardians are made aware of the requirements of Tusla, particularly the by-law relating to absences of more than 20 days per school year. From June 2018, they will be 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.

From the school year 2017/2018, the school will be required to make returns at the end of December and June each school year. For the purposes of school absence reports and the Annual Attendance Report, the school will continue to keep a record of all absences of more than 20 consecutive days, including where a child may have been removed from the school register. The cumulative total of absences will be reported to the Educational Welfare Services in these reports. When a student exceeds 20 days absence but the school has been provided with a medical certificate explaining some or all of these absences, then the school will use its discretion in determining whether the student's attendance warrants referral.

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Under section 21 (4) of the Education (Welfare) Act 2000, schools are legally obliged to notify the Education Welfare Services of irregular school attendance. This legal obligation now involves referring formally to the Education Welfare Services, using the appropriate referral form.

## **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

## **Tusla (Educational Welfare Services, Child and Family Agency)**

Tusla is informed if:

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

Tusla (EWS and CFA) is furnished with the total attendances in the school year through the Annual Attendance Report Form which is completed on-line.

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

Scoil Náisiúnta Lorcáin Naofa (Tynagh N.S.) endeavours to create a safe, welcoming environment for our pupils and their parents/guardians. 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.

Traditionally, 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 will take place between the school and parents/guardians either via a letter or a note in the homework diary 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 Tusla.

There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.

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The calendar for the coming school year is published annually in June and distributed to all parents. 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 some form of lunch.

## **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 EWB during the school year (outlined above) through an online system. An annual report is submitted 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.

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## Communication with other Schools

- When a child transfers from Scoil Náisiúnta Lorcáin Naofa to another school, the schools records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer
- When a child transfers into Scoil Náisiúnta Lorcáin Naofa confirmation of transfer will be communicated to the child's previous school, and appropriate records sought
- Pupils transferring from Scoil Náisiúnta Lorcáin Naofa to a post primary school, will have their records forwarded on receipt of confirmation of enrolment.

## Communication with Parents

The school also informs all parents of the implications of non-attendance as per the *Education Welfare Act 2000* at the beginning of each school year. Parents of new children are informed on 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, if at all possible, 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, 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:

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- Improved attendance levels as measured through Databiz attendance records and statistical returns
- Happy, confident, well-adjusted children
- Positive parental feedback
- Teacher vigilance.

## **Implementation/Ratification and Review**

This policy was reviewed and ratified by the Board of Management on 17<sup>th</sup> February 2022.

Signed: Fr. Séamus Bohan

Date: 17<sup>th</sup> February 2022

**Chairperson Board of Management**