

PRIMROSE HILL NATIONAL SCHOOL

SCHOOL ATTENDANCE POLICY

The aims of the attendance policy in Primrose Hill N.S. are to:

- Encourage pupils to attend school regularly and punctually.
- Share the promotion of school attendance amongst all in the school community.
- Inform the school community of its role and responsibility as outlined in the Education Welfare Act (hereafter The Act)
- Identify pupils who may be at risk of developing school attendance problems.
- Ensure that the school has procedures in place to promote attendance/participation.
- Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- Identify and remove, insofar as is practicable, obstacles to school attendance.

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored.
- School attendance statistics/issues are reported as appropriate to:
 - The Education Welfare Board / TUSLA (hereafter TUSLA)
 - The Education Welfare Officer
 - The Board of Management

Punctuality

School is open from 8:30 a.m. and children are required to be in their classrooms not later than 8:50am. All pupils/teacher/staff are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Act, to report children who are persistently late, to TUSLA.

Guidance for Parents

Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should be filled out in slips provided in the homework diary, or on a separate page or sheet of paper. If a child is absent, when the child returns to school s/he should give/send a written note to the class teacher which contains the child’s name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school. The school will contact parents when a written explanation for the child’s absence is not received by the school.

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/approve of 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, preferably in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Pupils' responsibilities:

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

Strategy for promoting good school attendance

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- A special reward system is in place for promoting good attendance at school.
- The assistance of the Education Welfare Officer will be utilised.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.

- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff.

Class Teacher

The class teacher will:

- Maintain the school roll-book in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absences are not explained in writing.
- Promote a reward system for pupils with exceptional attendance.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Record/Communication

Subject to the restrictions of the Data Protection Act, 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 and request for same. Attendance, behaviour and academic records of children who transfer to Primrose Hill NS from another primary school will be sought directly from the previous school.

Signed

Signed

Chairperson, Board of Management

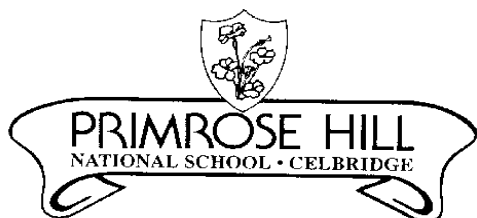
School Principal

Issued: February 2008
Updated: February 2017

SAMPLE LETTER 1

FILE LOCATION - C:\Share\Correspondence\Parents\Attend1

LETTER REGARDING A CHILD'S ABSENCE WHERE THE SCHOOL IS CONCERNED ABOUT A CHILD'S NON-ATTENDANCE AND THE CONCERN IS BEING PASSED TO THE TUSLA



**Primrose Hill N.S.
Hazelhatch Road,
Celbridge,
Co. Kildare.
Tel: 01- 6273168
Fax: 01- 6274374
Email: phns.ias@eircom.net**

Date

Address

Dear Parents,

I am writing to you regarding *Child's Name* attendance at school.

Child's Name has been absent for *x number* of days since *Date*. The school has written to you about this matter but has not received an explanation from you. The school is now very concerned that *Child's Name* is not receiving an education and we will be writing to the Education Welfare Officer, TUSLA to pass on our concern. An Educational Welfare officer may therefore be in contact with you shortly to discuss the matter.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education, whichever comes later. When your child is absent, you as parent must let the school know the reason for the absence every time. It is school policy that you do this in writing.

If you wish to discuss *Child's Name* attendance, please contact the school to arrange an appointment to meet with *Teacher's Name/Principal* as soon as possible.

Thank you for your co-operation in this matter.

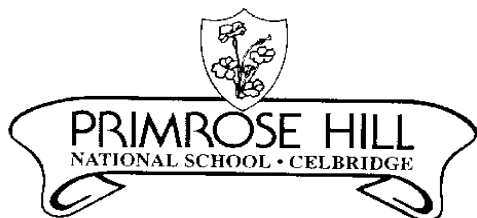
Yours faithfully,

Principal

SAMPLE LETTER 2

FILE LOCATION - C:\Share\Correspondence\Parents\Attend2

LETTER REGARDING A CHILD'S ABSENCE WHERE THE SCHOOL IS NOT CONCERNED ABOUT THE PATTERN OF ABSENCES BUT WHERE THE CHILD'S NAME IS BEING PASSED TO THE TUSLA



Primrose Hill N.S.
Hazelhatch Road,
Celbridge,
Co. Kildare.
Tel: 01- 6273168
Fax: 01- 6274374
Email: phns.ias@eircom.net

Date

Address

Dear Parents,

I am writing to you regarding *Child's Name* attendance at school. *He/She* has been absent on the following days.

Because Child's Name has been absent through illness, the school will be reporting the absence in the normal way but will not be informing the Education Welfare Officer, TUSLA that it is concerned about your child's educational welfare.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education, whichever comes later. When your child is absent, you as parent must let the school know the reason for the absence every time. It is school policy that you do this in writing.

If you wish to discuss *Child's Name* attendance, please contact the school to arrange an appointment to meet with *Teacher's Name* as soon as possible.

Thank you for your co-operation in this matter.

Yours faithfully,

Principal