

# **Scoil Phádraig Naofa**

## **Attendance Policy**



**Reviewed - April 2025**

## **Rational**

Scoil Phádraig Naofa endeavours to create a welcoming, pleasant and enjoyable climate within which teaching and learning will flourish. To enhance one's potential to learn and to ensure children achieve both academic and social goals, continuous attendance in school is imperative.

The purpose of this policy is to -

- Improve attendance throughout the school.
- Detail strategies implemented by Scoil Phádraig Naofa to promote attendance
- Give pupils/parents information on procedures to follow when reporting absences to the school.
- Present school staff with guidelines on procedures to follow when promoting and reporting attendance.

## **Creating an Environment that Promotes good attendance**

It's the schools responsibility to ensure that the school environment encourages, promotes and celebrates good attendance. To achieve this goal Scoil Phádraig Naofa organises and implements a number of initiatives targeted at enhancing a childs' experience in school hence improving their learning outcomes and fostering a healthy relationship between the school and home.

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|--|--|
| ● Develops the school ethos of Respect throughout the school | ● After School Sports Clubs                  |
| ● School's Positive Behaviour System & termly rewards        | ● Other After School Clubs e.g. Chess, Choir |
| ● HSCL Intervention  | ● Subject Weeks                              |
| ● School Completion Programme                                | ● School Committees                          |
| ● School Star System   | ● School lunches                             |
| ● Attendance Certs   | ● Breakfasts                                 |
| ● Additional Support Initiatives                             | ● Visitors to the school                     |
| ● Personalised Attendance Plans                              | ● School Trips and Tours                     |
|  | ● Parent Classes                             |

## **1. Reporting an Absence from School.**

### **Absence for one or more days**

- All absences are recorded on the school's Aladdin Connect App. Parents/Guardians notify the school of reasons for any absences through the Aladdin Connect App.

### **Unexplained absence**

- If a child has three unexplained consecutive absences the class teacher will contact parents/guardians by phone or email.
- A pattern of such unexplained absences should also be reported to the schools Deputy Principal and HSCL.

## **2. School Actions and Responsibilities when Reporting Pupil Absences**

- ❖ Please see Appendix 2 - Scoil Phadraig Naofa Ladder of Intervention

### **Absence of 10 days and over in one school year.**

- If a child's absence reaches 10 days and subsequently 15 days cumulative explained or unexplained from school, a text will be sent to the family reminding them of Tusla Guidelines, the importance of attending school and the schools obligation to report all cumulative absences in excess of 20 days.
- A meeting with parents and the school (Class Teacher/HSCL) may also be facilitated at this stage if deemed necessary and beneficial.
- At this stage discretion may be used to select families that may be exempted from receiving written notification of their son/daughters attendance. Such discretion would be exercised where a family has experienced personal tragedy or where a child's absence is due to serious illness involving hospitalisation.

### **Absence of 20 days or over in one school year.**

- If a child is absent for 20 days cumulative explained or unexplained Scoil Phádraig Naofa is obliged to report to Tusla by submitting a Student Absence Report (see below)
- A letter is sent home to parents advising them that this information is being passed on.
- Any cases of absenteeism in excess of 20 days will be monitored by the school Principal, Deputy Principal and HSCL teacher.

- A meeting with parents and the school (Class Teacher/HSCL/Deputy Principal/Principal) may also be facilitated at this stage if deemed necessary and beneficial. At such meetings an Attendance Plan will be drafted to detail the necessary interventions/rewards to be made.

### **3. Referral to the Education Welfare Services**

- Once Scoil Phádraig Naofa has exhausted all possible solutions and has made sufficient attempts to resolve attendance issues without success a Referral to the Education Welfare Services will be made.
- Referral to the Education Welfare Services will be made in line with best practice guidelines from the services.
- Referrals will be submitted by the Principal and HSCL teacher.
- Parents will be notified at this stage that the school will be submitting a Referral Form.

### **4. School Absence Reports**

Schools are required to submit Student Absence Reports at least twice each year (end of December and end of school year), reports for Period 1 and Period 4 are optional (End of October and end of March) on those students with serious attendance issues that have been identified during the current academic year i.e. students falling within the following criteria:

- a student has been absent from school for a cumulative total of twenty days or more
- a student's name is to be removed from the school register for any reason
- a student has been suspended for a cumulative total of six or more days
- the school has expelled a student
- a principal is concerned about a student's attendance

### **5. Annual Attendance Report**

Scoil Phádraig Naofa is obliged to submit a report to the Educational Welfare Services, Child and Family Agency, on the levels of attendance at the end of each academic year. In the Annual Attendance Report we are required to provide the following data -

- Total number of days lost through student absence in the entire school year.
- Total number of students who were absent for 20 days or more during the school year.
- Total number of students expelled in respect of whom all appeal processes have been exhausted or not availed of during the school year.
- Total number of students who were suspended for any number of days during the school year.

## **School Opening Times, Punctuality, Leaving Early**

Official class time starts at the following times:

8:55am - Junior Infants-3rd class

9.05am - 4th-6th class and Rose Rooms

Official class time finishes at the following times:

1.35pm-Infant Classes

2.35pm-1st, 2nd, 3rd Classes

2.45pm-4th, 5th 6th Classes

School opens 10 minutes before these times to allow students to get to class in a timely manner. Missing time in class as a result of being late in the morning or collected early in the afternoon not only impacts negatively on a child's own learning but also distracts and disrupts whole class teaching.

If a pattern emerges that a child is late on a regular basis in the morning or being collected early in the afternoons class teachers will record this on Aladdin and contact will be made with the family by the class teacher to remind them of the importance of being in school on time.

If no improvement in the child/families punctuality is noticed, contact will subsequently be made with the family by the school principal and/or HSCL teacher.

Parents/Guardians are strongly discouraged from collecting their children early from school and advised to make medical appointments outside of school times where possible.

## **Review and Ratification**

This Policy was ratified by the Board of Management of Scoil Phádraig Naofa on \_\_\_\_\_.

This policy is due for review on \_\_\_\_\_.

**Individual Attendance Plan**

**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attendance Records to Date:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reasons for Absenteeism:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interventions to Promote Good Attendance (School/Home)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criteria for Success**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Review Date:** \_\_\_\_\_

## Appendix 2 - Ladder of Intervention

No. of days missed	Intervention	Who
3 consecutive days unexplained	Lynn/ John Joe to contact Class Teacher before contacting Parent/ Guardian	Mr Costigan or Ms Sunderland.
5-10 unexplained days	Classroom teacher to bring absence to HSCL/ Principal attention Follow up phone call made by HSCL/ Class Teacher Home Visit if required	Class Teacher, HSCL, Principal
15 Explained and Unexplained Absence	Letter sent home to parents explaining of procedures at 20 days	Noeleen, John Joe (End of each month)
20 days Explained and Unexplained Absence	Letter sent home to parents advising them of submitting Student Absence Report to Tusla.	Noeleen, John Joe (end of each month)
20 days Explained and Unexplained Absence	Student Absence Report to Tusla.	Twice each academic year Noeleen, Lynn
20+ Unexplained/ Explained Absence	Phone call/ Home visit re attendance Possible referral to EW Letter informing of referral to EWO HSCL/ Principal intervention	HSCL Principal Class Teacher