



## **Attendance Policy**

We in Coláiste Chillian recognise the importance of good attendance in the satisfactory development of the pupil. In this regard great emphasis is placed on encouraging students to attend school every day unless there is good reason for being absent.

We also recognise the importance of keeping proper and precise attendance records of pupils under our care. There is a system in place to ensure this happens. This system is reviewed regularly in order to ensure it is functioning effectively and to improve it if there is a need.

Of particular importance in this case is the cooperation between parents/guardians pupils and staff members for it is through this cooperation that we can ensure that every pupil has the opportunity to develop and to reach their potential.

- We ask that pupils be in school at 08.25 every morning.
- The school timetable is as follows: Monday, Tuesday, Thursday and Friday – 08.30 – 15.20 and Wednesdays – 08.30 – 12.50.
- Pupils are allowed go to their lockers at 08.15.
- A notification via the school app is sent home regarding absenteeism in the second or third period.

### **Role of Parents/Guardians**

- We ask parents/guardians to discuss the importance of good attendance and punctuality with their children and to show their respect for this by arranging holidays, appointments etc. outside of school time.
- The school app and the school journal are used to facilitate communication between the school and home.
- Parents/Guardians are asked to write a note on the school app before 8.30 a.m. regarding absences or appointments.
- In the case of long term absences it is the parents'/guardians' responsibility to inform the school authorities.
- Parents/Guardians are asked to ensure that their children are in school every day unless there is good reason for the absence.

## **Role of Pupil**

- It is the duty of the pupil to attend every class during the school day and to seek the teacher's permission if there is a need to leave the class for whatever reason.
- Pupils are expected to be on time for their classes.
- If the pupils needs to leave the school during the school day (s)he must have a note from the parent/guardian. The pupil must show the note to the class teacher and/or the year head or the Deputy Principal or Principal.

## **Role of School**

The school tries to promote good attendance by various means.

## **Role of Teacher/Year Head**

- If a pupil is late (s)he must collect a late note and present it to the subject teacher.
- Every subject teacher records the attendance of each class on VS Ware.
- If there is any doubt on behalf of a teacher about an absence they should discuss it with the relevant class teacher and/or year head.
- Is the responsibility of the year head to collate and record pupil absences.
- Absences are recorded on VS Ware under the following titles.

ALGM = As láthair gan míniú (Absent without reason given)

ALM = As láthair le míniú (Absent with reason given)

Déan = Déanach (Late)

DéanM = Déanach le míniú (Late with excuse)

Fionraí = dalta ar fionraí (Pupil suspended)

Gníomh Scl. = Dalta ar ghníomh scoile (absent on school business)

- Attendance records are presented to the principal and sent to TUSLA (NEWB) twice a year.
- In the case of pupils who are absent for 20 days or more in any one school year, the school is obliged to send these details to TUSLA for pupils under 16 years of age. Parents of pupils over 16 will however be informed by the school regarding absences of over 20 days.
- Regular communication regarding prolonged and/or regular absences is maintained between the principal, deputy principal and the year heads.
- Parents/guardians are contacted if the year head is concerned over a pupil's lack of attendance or poor punctuality.

## **Information for Parents/Guardians**

### Part-time work

- ❖ Children under the age of 15 are not allowed to work during a school term.
- ❖ At 15 yrs – 8 hours per week is the maximum allowed.
- ❖ At 15 yrs - Children are not allowed work before 8am or after 8pm.
- ❖ At 16 and 17 yrs. Work is not permitted after 10pm if there is school the next morning.
- ❖ Pupils aged 16/17 yrs may work up until 11 pm during summer holidays.

## **Education Welfare Act 2002.**

A pupil must have completed the Junior Certificate/Cycle and be 16 years old before they may leave the education system, whichever comes first.

Parents/Guardians must inform the school in writing of the reasons behind absences.

The Education Welfare Officer must be informed if a pupil is absent 20 days or more or if a pupil is suspended for 6 days or longer.

## **Advantages of Regular Attendance**

- ❖ Good education prospects
- ❖ Good career prospects
- ❖ Social and self-respect
- ❖ Life networking
- ❖ Creating positive work patterns
- ❖ Fostering respect for responsibility/discipline
- ❖ Opportunities for extracurricular activities
- ❖ Contact with friends
- ❖ Strengthening self-confidence
- ❖ Important basic life skill.

## **What can you do as a parent/guardian?**

- Encourage full attendance
- Create an appropriate study/homework area and check homework
- Be certain and consistent
- Ensure they get enough sleep
- No TV or computer in bedroom
- Set alarm clock and prepare good breakfast
- Don't believe 'nobody else is in/going in today'
- Remain in contact with the school

- Attend parent/teacher meetings.

This policy was considered and approved by the Board of Management of Coláiste Chilliain on the \_\_\_\_\_ and will be reviewed on the

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**Signed:** \_\_\_\_\_

**Cathaoirleach na Bhord Bainistíochta**