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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

CUAN NA GAILLIMHE CNS - A STEINER EDUCATION



An Cimín Mór, Cappagh Road Knocknacarra, Galway, H91Y38E

Roll No: 20462d Tel: (091) 867 387

www.cuannagaillimhecns.ie

ATTENDANCE POLICY

1 AIMS

- To encourage pupils to attend school regularly and punctually.
- To share the promotion of school attendance amongst all in the school community.
- To inform the school community of its role and responsibility as outlined in the Education Welfare Act 2000.
- To identify pupils who may be at risk of developing school attendance problems.
- To promote attendance & participation.
- To develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- To identify and remove, insofar as is practicable, obstacles to school attendance.

1.1 TO THE BEST OF ITS ABILITY 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 are reported as appropriate to:
 - The Education Welfare Board.
 - The Education Welfare Officer
 - The Board of Management

2 PUNCTUALITY

School is open from 8:50am to receive children while classes begin at 9.10 a.m. All pupils and teachers 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 Education Welfare Act 2000, to report children who are persistently late, to the Education Welfare Board.

3 GUIDANCE FOR PARENTS

Section [(21) (9)] of the Education Welfare Act 2000 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.

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 and approve of 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.
- Encouraging children 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, by email or by phone 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. Each teacher has the name(s) of the person(s) who have permission to collect each child. This is updated at the beginning of each school year.

In the older classes:

- 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.

A positive approach is taken towards increasing attendance. Cuan na Gaillimhe CNS adopts strategies to encourage and develop pride in children for their good attendance.

- Praise for good and improved attendance and for being on time.
- Letter written to parents to inform them if their child is approaching 15 days of absenteeism – positively stating the importance of good attendance.
- Letter written to parents if a pattern of late arrival or early collection to school emerges – positively stating the importance of coming to school on time.
- The number of absent days for each child will be recorded on child's annual school report.
- 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 is provided for pupils, who have special educational needs are in place in accordance with Department of Education & Skills guidelines.
- 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.

5.1 PRINCIPAL

The 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 when a report is sent to 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

5.2 CLASS TEACHER

The class teacher will:

- Maintain a daily record of absences.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

5.3 SCHOOL SECRETARY:

The School Secretary will

- Keep the school roll-book on Aladdin up to date in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absences are not explained in writing or by phone.

6 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. Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school. Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school, if requested, once enrolment has been confirmed.

Cuan na Gaillimhe CNS uses “Aladdin” to record information about all pupils including absences, late arrivals and early collections. The principal has access to this information, is able to check on pupils regularly, print out individual attendance records and submit

these as part of communicating with parents & guardians if there are any concerns.

The Principal will report on Attendance at each Board of Management Meeting

7 COMMUNICATION, MONITORING AND REVIEW

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Cuan na Gaillimhe CNS, it will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier.

This policy was ratified by the Board of Management of Cuan na Gaillimhe CNS on the 26th of February 2018 and reviewed on the 11th of February 2019

Signed:

Date:

Pauline O'Reilly

(Chairperson, Board of Management)

To be reviewed: February 2022