

# Attendance Policy

November 2013

Policy Document

**Belclare National School**



# Attendance Policy

S.N. an Croí Ró Noafa, Belclare.

## Introductory Statement

This policy was drawn up by the Board of Management in consultation with the principal and staff of the school.

## Rationale

To promote good attendance in the school in accordance with the Education Act 2000 which sets out the entitlement of every child in the state to a certain minimum education.

## Aims;

To promote and foster an environment that encourages children to attend school and participate fully in the life of the school.

To assist school in so far as is practicable to meet obligations under the Welfare act 2000

To put in place strategies and programmes aimed at preventing non-attendance in school.

## Guidelines (contract of policy)

1. Each parent has a legal obligation under Education Welfare Act 2000 to send their children to school on days in which school is open to pupils
2. The school will maintain a register of all pupils attending school
3. Attendance /non attendance will be registered in roll book.
4. A pupil shall be deemed absent if they are not in school at roll call as defined by rules of national school.
5. Each parent must communicate preferably in writing the reason for a pupil's non-attendance. These are kept by class teacher.
6. The school has a legal duty to report to the Education welfare officer absences of 20 days or more in a school year.
7. Parents will be notified in writing annually of the school obligation
8. Schools will inform parents of total number of absences by child per annum.

**Strategies**

That the curriculum will be relevant and child friendly to encourage attendance

Internal and external communication be effective

The teacher will attempt to identify factors, which may encourage a child's attendance through observation, discussion and consultation.

**Roles & responsibility**

It will be duty of class teacher to report patterns of non-attendance to principal. The principal will oversee the implementation of the policy under the direction of the Board of Management.

Parents have the legal responsibility to ensure their children attend school.

**Timeframe for implementation**

This policy will be implemented immediately on ratification by the Board of Management.

Timeframe for review, there will be a review annually

Responsibility for review; the board of Management, principal and staff will review the policy.

Ratification and communication; The board of Management ratified the policy in November 2013.

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Chairperson

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Date

Board of Management.