

# **School Attendance Policy**

of

## **Christian Brothers' Secondary School, Charleville**

### **AIMS:**

The aim of the School Attendance Policy is to provide an environment that encourages all students to attend regularly and punctually.

It aims to:

- Maximise pupil attendance
- Ensure that adequate records of attendances and absences are maintained by the school as per the Education Act 2000 in respect of each individual student.

### **POLICY CONTENT:**

It is recognised that some students and their parents need to be supported at some stage in meeting their attendance obligations and responsibilities. Progress at school requires the best level of attendance and punctuality, as both are essential for efficient class work.

### **SCHOOL CODE OF BEHAVIOUR:**

- Students who are absent from any class must bring a note from their parents/guardians to the Secretary's Office/Principal's office.
- These notes will be taken and filed at the Secretary's Office.
- The appropriate postholder will collect and record these notes of absence during the day.
- Late arrivals to school must sign in at the office before joining their class.
- Students must not leave the school grounds during the school day without a written request from their parents/guardians and permission from the Principal or Deputy Principal.
- Students must sign out at the office on leaving the school and sign back in at the office on their return to the school unless granted an exemption from the Principal or Deputy Principal.
- If parents/guardians are aware in advance that a student will be absent for a period of time they should contact the school by phone.

## THE ROLE OF THE SCHOOL:

The C.B.S Charleville expect that all students will:

- Attend school regularly
- Arrive on time to each class

### **The school is responsible for ensuring:**

- Regular, efficient and accurate recording of attendance - this will be done by the appropriate postholder by roll call on a twice daily basis.
- Regular correspondence with parents/guardians about frequent absences (see appendix 1)
- Referral of specific attendance problems to supporting agencies. All absences in excess of 20 days or more (cumulatively in the school year) will be reported to the National Educational Board.
- The school will enforce the following strategy in dealing with student absences:
  - (a) Contacting parents on the third consecutive day of the absence if no reason has been given (**see appendix 1**).
  - (b) If the school does not get a suitable response on the first contact a second letter will be sent to parents/guardians (**see appendix 2**).
  - (c) Where a pattern of non attendance has emerged parents/guardians will be invited to the school to discuss this matter.(**see appendix 3**)
- If school intervention is not successful and the pattern of absence continues the school may refer the matter to the National Educational Welfare Board.

### **Attendance Incentives:**

In order to encourage student attendance:

- Students with full attendance at the end of the school year will be presented with a Certificate of Full Attendance at an awards ceremony.
- Each student's attendance and punctuality record will be clearly stated on their school reports.

### THE ROLE OF THE PARENT/GUARDIAN:

- Parents/guardians are obliged to fulfill their legal responsibilities and ensure that their son attends school.
- Contact the school as soon as is possible whenever their son is unable to attend school in accordance with the requirements of the Education Welfare Act 2000.

#### Section 18

*'Where a child is absent from school at which he or she is registered during part of a school day, or for a school day or more than a school day, the parent of such a child shall, in accordance with procedures specified in the code of behaviour prepared by the school notify the principal of the school of the reasons for the child's absence'*

- Family holidays should be taken during school holidays.  
Absences in excess of 20 days (cumulatively in the school year) must be reported to the National Educational Board.

### REVIEWING OF POLICY:

The school authorities will review this policy on a regular basis in order to keep up to date with current best practice and with relevant legislation in this area.

#### **Approval**

This policy has been approved by the Board of Management on

Signed;

\_\_\_\_\_  
Chairperson

APPENDIX 1

To be sent out on **3<sup>rd</sup> day** of the absence if no message is received and parents are not contactable by phone.

(Insert date)

(insert name and address of parent/guardian)

Dear(insert name of parent/guardian)

It has come to our attention that .....was absent from school for the past two days and has not returned today.

Obviously we are concerned about .....and would appreciate it if you would contact the Principal at (063) 81789, as soon as possible.

Thanking you in advance for your co-operation.

Yours sincerely,

.....

Postholder

APPENDIX 2

(to be sent out after 5 days of unexplained absence)

(insert date here)

(insert name and address of parent/guardian)

Dear(insert name of parent/guardian)

**Unauthorised Absence**

..... has been absent from school for the past five days.

The school has not been contacted giving a reason for his absence and as a result I would be grateful if you could contact me, by return, to let me know why he is not attending school.

Your co-operation in this matter would be most appreciated.

Yours sincerely,

.....

Deputy Principal

APPENDIX 3

(to be sent out by the Principal)

(insert date here)

(insert name and address of parent/guardian)

Dear (insert name of parent/guardian)

We are concerned about ..... non-attendance as he has missed .....days of schooling out of a possible .....since the beginning of the school year.

This problem needs to be addressed immediately as it is negatively affecting his education.

I would appreciate if you could contact me as soon as possible to discuss this matter.

Thanking you in advance for your co-operation,

Yours sincerely,

.....

Principal