

**Attendance and Participation Policy 2022**

**Introduction:**

*Scoil Chroí Íosa’s* Attendance Policy was reviewed during the school year 2021/22. The policy was formulated by staff in conjunction with the Board of Management, including some parent representatives and the in-school management team.

**Rationale:**

This policy was formulated for the following reasons:

* To comply with legislation, circulars and statutory guidelines, e.g.
  + The Education Act of 1988
  + The Education Welfare Act 2000
  + Developing a Code of Behaviour Guidelines for Schools NEWB 2008
  + Tusla Guidelines “Developing the Statement of Strategy for School Attendance” 2015
  + Children First
* To promote and encourage regular attendance as an essential factor in our pupils’ learning.
* To prevent poor attendance,
* To intervene where attendance difficulties emerge and to provide support to students whose attendance is a cause of concern

**Relationship to the characteristic spirit of the school:**

*Scoil Chroí Íosa* is a place of warmth and welcome where each child is educated in a safe, secure environment and in a positive happy atmosphere to enable each child to reach her/his potential in all areas of development.

Regular attendance helps to create a suitable learning environment for all pupils and the school hopes to promote cooperation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.

**Aims:**

* To raise awareness of the importance of regular school attendance.
* To identify pupils at risk of leaving school early
* To promote and foster positive attitudes to learning and appreciation of learning to enhance a child's progress.
* To ensure compliance with the requirements of the relevant legislation.

**Content:**

**Recording and Reporting of Attendance and Non-Attendance**.

The school attendance of individual pupils is recorded online daily by each class teacher using the Aladdin online system. This is overseen by the Deputy Principal. Parents are required to submit an Absence Note via Aladdin Connect if their child is not at school.

In addition, in line with Túsla Educational Support Service guidelines, Scoil Chroí Íosa maintains a School Register, which contains the names of all children who have a place in the school and the date of first attendance. This is recorded on the Aladdin system.

**Children who arrive late to school**:

The number of minutes a child is late is recorded online and a note stating the reason for being late may be added after the amount of minutes. This can be viewed by the Principal and Deputy Principal.

**Children who leave school early before school closing time.**

If a child leaves school early, each parent/guardian is requested to sign the “Class Sign-Out Book”.

**Whole school strategies to promote attendance**

* Our school environment is a place of warmth and welcome, a safe, secure environment with a positive, happy atmosphere, inclusive of all.
* A broad and balanced relevant curriculum is taught to all the children through which all children are encouraged and motivated to attend school and see learning as a positive aspect of their lives.
* In particular through Arts Education and P.E. and through inviting guest speakers and demonstrations and fun days the children are encouraged to see school as a stimulating, interesting part of their lives.
* The learning needs of all pupils are catered for through the curriculum, SEN Support and where assigned, SNA Support.
* Our school has an Anti-Bullying Policy and this encourages good behaviour at all times during the day including, and very importantly, at lunch breaks. This promotes the safety and the happiness of the children. Good behaviour is always encouraged to minimise risk of accidents, misbehaviour and bullying. Children are always encouraged to include everyone in their games.
* Our homework policy is fair, consistent and age appropriate.
* The children are expected to wear the school uniform which is affordable and accessible for parents to purchase. Children are permitted to wear the school tracksuit on P.E. days and a polo-shirt. In September, May and June, shorts may be worn if the weather is very warm.
* If a child arrives at school without a lunch, the child’s parents/guardians are contacted, if unavailable, a lunch is provided for the child.
* Children are praised for good attendance when attendance improves.
* The calendar is published as early as possible for each school year to enable parents/guardians to plan family events around school closures around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.
* The school calendar is published before the end of each school year for the following

school year. It is hoped that parents will use this to plan holidays. Parents are discouraged from taking children out of school for holidays during school time

* The school informs the parents/guardians that the school must inform Túsla Education Support Service if a child is absent 20 days or more. The school informs the parents/guardians as a reminder when their child is absent 12 days and 16 days.
* This policy is made available via the school website
* Parents/guardians are informed about the total amount of days their child missed in a year in the end of year report
* Equality of Opportunity is central to the school’s strategy and all children are included in all events, parents are assisted when necessary.
* A re-integration strategy plan is developed in the case of a school refuser.

**Communication with other schools/other provider**

* Our school communicates with the local schools in the Parish and the wider area for different school activities, i.e. Sciath na Scol, Camogie and Inter-Schools Basketball Tournament.
* We facilitate the local Pre-Schools and Local Secondary School when they request to visit our school.
* We are linked with the local GAA for our Camogie and we are linked to the local Credit Union for the Annual Quiz.
* We have regular communication with our Local Educational Welfare Officer.

**Strategies in the events of non- attendance:**

This is outlined in the section on Strategies for Attendance.

**Procedures in relation to Removal from Register/Transfer to/ from another school**

Under Section 20 of the Education Welfare Act 2000, the Principal of a child’s current school must notify the Principal of the Child’s previous school that the child is now registered/enrolled in their school. The Principal of the child’s previous school can only remove the child’s name from the school register when he/she receives this information from the child’s current school. In addition, when the Principal receives this notification from the child’s current school, the Principal of the previous school is obliged to notify the Principal of the child’s current school with regard to the child’s attendance, the last class the child attended and any relevant information regarding the child’s educational progress. 6th Class children are removed from the Register when they have enrolled in their secondary school.

**Success Criteria**

The Success of this policy is indicated by

* An increase in annual attendance rates.
* The Board of Management, Staff and parent/guardians awareness of their legal obligations under the Education (Welfare) Act 2000.

**Roles and Responsibilities**:

It is the responsibility of the Principal and staff to implement this policy under the guidance of the Board of Management.

**Timetable for Review:** Every 3 years

This policy will be reviewed during the 24/25 school year

**Ratification and Communication:**

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

**Chairperson BOM Scoil Chroí Íosa.**