

## **St Joseph's Mercy PS**

**Navan**

**Meath**

**Roll :16100Q**

### **School Attendance Policy 2017-2018**

#### **Introduction:**

Our school believes that good attendance is crucial if our pupils are to be in a position to avail of the educational opportunities that our school offers them. This belief complements our school's mission statement where we seek to promote the spiritual, academic, social, and physical development of the pupils in our care in a climate where the dignity of each individual is recognised and respected.

#### **Rationale:**

The main factors contributing to the formation of this policy can be summarised as follows:

The close connection between attendance and educational attainment

The roll of the NEWB

The legislative requirements of the Educational Welfare Act 2000

The changing fabric of our school due to changes in the community in which our school is situated and which is reflected in our school population

#### **Aims and Objectives:**

To encourage full attendance in a positive way whenever possible

To identify pupils at risk and put in place strategies to support pupils and their families

To raise awareness of the importance of school attendance

To promote a positive learning environment for all pupils of the school

### **Roles and Responsibilities:**

The whole school community has an input into the implementation of this policy. All members of staff monitor attendance daily and one post holder makes returns to NEWB having asked staff to detail those pupils who are at risk of reaching 20 days absence or have reached them. The Principal communicates the importance of good attendance to parents via meetings, newsletters, school web-site and personal contact.

### **Policy Content:**

#### **School Strategies:**

- As part of our School Code of Behaviour we promote in a positive manner good attendance by highlighting it through the Monthly Assembly, end of year awards, Homework Club rewards to targeted pupils and individual class initiatives.
- Positive communication with parents occurs before poor attendance becomes a major issue. This happens with the help of class teachers, learning support teachers, and the principal.
- The school is part of Navan School Completion Programme and families who would have a risk of poor school attendance or non attendance are targeted as part of this programme.

- The school has close links with EWO and regular meetings would occur to discuss and monitor any pupil who could be helped in their attendance by these services.
- At all learning support teacher meetings during the year attendance of pupils who attend would be discussed due to the high link between poor attendance and literacy and numeracy problems.
- School reports have an agreed glossary of terms for attendance performance so excellent means 0-5 days missed. Children who achieve this award receive a diploma and a prize voucher.
- Parents are reminded at the start of each school year by Newsletter, and in the school information booklet of their requirements with regard to attendance. They are reminded that the reasons for a child's absence from school should be written in a note to the class teacher and these notes are kept for reporting requirements for one year. All pupils who are absent for more than 20 days will be reported to the Education and Welfare Officer.
- School produced a one page document **Every School Day Counts** for parents, pupils and school staff.

**Ratified by BOM June 2018**

**Reviewed: June each year**

## **Every School Day Counts**

### **St Josephs Mercy Primary 2017-2018**

1. **Attend school every day:** Every day in school counts for your child's learning, reading, making friends, growing, connecting and assisting them to be the best that they can be.
2. **Arriving late to school is disruptive and unacceptable.** It is expected that your child is punctual and arrives on time for school. If your child arrives late to school they must apologise to their teacher and explain the cause for their delay. Parents of students who are consistently late arriving for school will be asked to attend a formal meeting with the Principal.
3. **Absence from school:** When your child is absent from school you the Parents/Guardians must provide a letter to the class teacher with your **child's name and date of absence on it,** explaining the reason for this absence. These letters are kept for school attendance records.
4. **Leaving school early:** Children should not leave school early and only in emergency situations. Appointments should be organised where at all possible after school time. If you have to collect a pupil early from school you should write a note to the teacher. You will also have to sign an early leaving book. For Health & Safety reasons no student should leave school unless this procedure is followed.
5. **20 days legal reporting under *Education Welfare Act 2001*:** If your child is absent for 20 days or more the school is obliged to contact the Educational Welfare Officer with statutory

responsibility. Please avoid holidays during school time. Every school day counts. **20 days is 4 school weeks.**