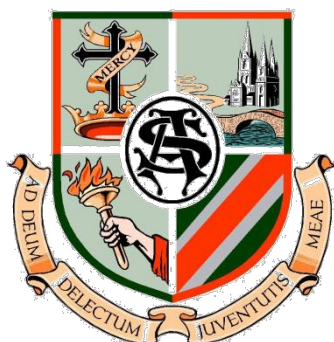


St Aloysius Secondary School



**St. Maries of the Isle,
Sharman Crawford Street,
Cork.**

Roll No. 62630J

School Attendance Policy

Drafted by staff and student council	September 2015
Ratified by BOM	October 2015
Reviewed and updated	October 2018

A school attendance policy is recommended by The National Educational Welfare Board.

MISSION STATEMENT

St. Aloysius School is a Catholic School founded by the Mercy Order. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet the needs of the student. The school wishes to cater for the academic, interpersonal and physical needs of the student.

The Characteristic Spirit of the School: the pursuit of tolerance, compassion and a sense of justice and equality for all. We aim to develop in each student, confidence, self-respect and respect for others. The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

Attendance

Regular attendance at school is essential for all students so that they may reach their potential. Our school aims to foster a culture of regular attendance at school for all pupils. In addition, we seek to identify and support those pupils who are experiencing problems with attendance at school. The provisions of the Education Welfare Act 2002 inform and support this policy.

Rationale

The policy is considered necessary to:

- Ensure good practice is in place and that we fulfil our duty of care to our students under the legislative requirements arising from the Education Welfare Acts of 1999, 2000 and 2002.
- Support effective teaching and recognises the value of good communication in our partnership with parents and guardians.
- Support the role of the National Education Welfare Board.
- Meet the requirements of the Department of Education and Skills.

Aims and Objectives

This school policy sets out to:

- To foster discipline and the commitment of the student in the areas of time-keeping and attendance.
- To provide a framework that records positive school attendance and time-keeping.
- Encourage full attendance where possible.
- Identify pupils at risk of early school leaving or non-engagement with school.
- Raise awareness of the importance of school attendance within our student population.
- Foster an appreciation of learning.
- Improve communication with parents.

Application of Policy

This policy applies to all students of St. Aloysius Secondary School regardless of age.

Roles and Responsibilities

Principal:

1. To oversee the implementation of this agreed policy.
2. To conduct a review of the policy in consultation with teachers, parents and the Board of Management.

Deputy Principal:

1. Liaise with Principal on all issue re. students including attendance.
2. To co-ordinate with the Principal and Educational Welfare Officer as necessary.
3. Communicating with parents and guardians regarding absenteeism, in an effort to improve attendance and ascertain reasons for non-attendance.
4. Monitoring morning and afternoon attendance records.

School Administrative Personnel:

1. Notify E.W.O. when 20 absences or 6 days (cumulative) suspension have been reached.

Year Head:

1. Monitor attendance in Year Group and make students aware of importance of regular attendance.
2. Ensure that students are aware of the importance of good attendance and the procedures involved in recording partial and full day absences.
3. Notify home when 10 and 15 absences have been reached.
4. Inform Deputy Principal or Year Head of serious late coming.

Subject Teacher:

1. Responsible for student registration morning and afternoon.
2. Bring any concerns re. student attendance to the appropriate year head.

Guidance Counsellor:

1. Take referrals from Principal and Deputy Principal on further courses of action which may be taken. These may include referral to N.E.W.B.
2. Monitor students referred on an on-going basis.
3. Work with students to counteract any 'gaps' in education which may lead to further absences.
4. If no improvement suggest to Principal or Deputy Principal that student should be referred to the N.E.W.O.

Parents:

1. As the primary educators parents have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.

Students:

1. Each student has a personal responsibility to attend school each day.
2. If one arrives late to school, the student is responsible for signing the Late Book upon entry to the school and presenting the subject teacher with a late slip.

Procedures:

1. Every student is expected to be in attendance from 8:45 a.m. until 3.45 p.m. on Monday, Tuesday, Thursday and Friday. School finishes at 1:05 p.m. on Wednesday.
2. Students may not be absent from school except when the absence is unavoidable due to illness, urgent family reason or other legitimate and unavoidable reason.
3. It is the responsibility of the Parent(s) / Guardian(s) to furnish the school with a signed and dated note outlining the date and reason for every recorded absence. It is the responsibility of the student to present this note to the subject teacher for each class that they were absent from. Such notes will be collected by the relevant Year Head, during Student Journal inspection and filed in the student's file which is held in the Main Office.
4. School management communicate regularly with parents outlining their concerns re. holidays; medical& dental appointments etc. being scheduled during term time. Parents are requested to ensure all discretionary absences occur outside term time. School management furnish them with a calendar of the school year to assist them in this regard. The school calendar is also available on the school's website.
5. Students arriving late for class at 8:45 a.m. and /or 1.05 p.m. must sign the Late Book in the office before proceeding to class. Late arrival to school on a repeated basis may be viewed as a breach of discipline and appropriate sanctions will apply. Please see St. Aloysius Code of Behaviour.
6. In the event of a student becoming ill or getting injured during the day they should inform their class teacher who may send them to the Principal or Deputy Principal to obtain permission to go home. If such permission is granted contact with their parents/guardians will be made by school personnel only. Students should not contact home via a mobile phone or prior to getting permission to leave the school

premises. Parents/guardians are expected to make arrangements for the collection of their daughter at the school office in the event of a student being ill or injured. When a student returns to school after such an absence a note of explanation should be presented.

7. During the school day every student must attend every class according to their timetable unless prior permission has been received from the Principal or Deputy Principal. The unauthorised absence of a student from any class during the school day will be viewed as a breach of discipline and appropriate sanctions will apply.

8. On occasion students may be absent from class due to school related activities such as sport and drama. Such absences are sanctioned on the understanding that students ensure all homework is sourced and carried out to a satisfactory standard. Students may be removed from such activities if they are having an adverse effect on their academic progress. Where a teacher is organising an approved activity, which necessitates the absence of students from class a list of such students is posted in the staffroom and a copy given to the Deputy Principal.

9. A student wishing to leave the school premises for a legitimate reason during the school day must have a signed note from their parent/guardian. This note should include the reason for the absence, the time the student is leaving. The student must get this note signed by the Principal, Deputy Principal or Year Head and then obtain an Exit Slip and sign out at the school office. No student will be permitted to sign out without producing an Exit Slip. Any student who leaves the school premises without such authorisation will be deemed to have breached the school code of discipline and appropriate sanctions will be applied.

Communication:

1. In the event of a student taking ill during lunchtime while off the school premises the school must be notified immediately by Parent / Guardian.

2. Teachers are requested to record on VSWare all students in attendance and absent for each class period.

3. Parent(s) / Guardian(s) may be notified via phone call or text messaging if the school has a concern about a particular absence any time on any given date.

4. The Deputy Principal will contact the Parent(s) / Guardian(s) if there is a concern about a particular absence or absences as they come to our attention.

Sanctions for Breaches of School Attendance Policy:

1. The student may be placed on Lunchtime Detention.

2. Absences will be notified to the N.E.W.B. as per the Education Welfare Act 2002.

Rewards:

Certificates will be awarded for full attendances during the current school year.

Policy Ratification:

Ratification date: 5th December 2018

Review date: October 2021

Chairperson of the Board of Management: Mr. Seán Ó Broin.