

Scoil Phádraig Naofa, Baile an Róistigh

School Attendance Policy

There is a very strong tradition of good attendance in Scoil Phádraig Naofa. However, the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. The following strategies have been put in place to help foster an appreciation of learning and good attendance;

- Rewards in accordance with the Code of Behaviour*
- Parents are expected to write a note/complete Yellow NEWB form notifying the teacher of the reason for a child's absence within three days of the child's return.*
- The Yellow NEWB form covers request by parents regarding taking holidays during the school year. It is school policy that no work will be set or corrected in relation to planned absences due to family holidays.*
- The teacher notes the reason for the students absence, especially those that are at risk of developing school attendance problems*
- Parents are required to fill in the Late Arrivals/Early Leavers forms available in each classroom to explain absences.*

These are categorised as follows;

- Irregular Absentee: 2/5 days absent in a 20-day period without a valid reason*
- Seriously Irregular Absentee: 6/10 days absent in a 20-day period without a valid reason*
- Chronic Absentee: 11+ days absent in a 20-day period without a valid reason*

Appropriate contact will take place between the school and parents/guardians of these children;

- *For irregular absenteeism, the teacher will inform the parents by letter of her/his concerns about the child and seek to meet the parents to discuss the matter*
- *For seriously irregular absenteeism, the Principal will write to the parents inviting them to a meeting to discuss the problem*
- *For chronic absenteeism the Principal will inform the Education Welfare Officer and notify the parents of this by letter*

1. Attendance, behaviour and academic records of children who transfer to another primary school will be forwarded to the Principal of the school by post as soon as written confirmation of this transfer is received.

2. Attendance, behaviour and academic records of children who transfer into Scoil Phádraig Naofa will be sought directly from the previous school.

References:

Education (Welfare) Act 2000: III;22.1

Education (Welfare) Act 2000: III;21.4

Education (Welfare) Act 2000: III;20.5

Education (Welfare) Act 2000: III;20.5

Education (Welfare) Act 2000: III;20.3

Education (Welfare) Act 2000: III; 22.5

“Empty Desks”, C.D.U. Mary Immaculate College

This policy was revised by the Board of Management December, 2017

Appendix 2

NEWB End of Year Protocol on Friday 29th June, 2012

- Collect Class Folder with children's blue confidential files from the Office at 8:30
- Calculate and finish roll matters
- Transfer year attendance into blue files
- Fill in Full Attendance for School Year sheet on Orange Card. A Draft has already been completed by staff but we need to verify exactly how many children have FULL attendance for NEWB records. For In-house cert we need to know how many children have only 1 day, 2 days and 3 days absences.
- Collect all Yellow Holiday Absence notes from children's individual poly-pockets. Staple yellow forms to Late Arrivals and Withdrawal Sheets and send to Room 7 by 11:00 for **long term** filing. This information will be needed for future Parent-Teacher meetings.
- Please send completed Roll books to the office removing all paperwork from the Roll book.
- Class Folders with blue confidential files are to be returned to the Office once completed for lock up. (Data Protection Act)