



etbi
Education & Training
Boards Ireland
*Bord Oideachais &
Oiliúna Éireann*

Broadmeadow Community

National School,

Rathbeale Road,

Swords,

Co. Dublin

<https://broadmeadowcns.ie>

broadmeadowcns@ddletb.ie

Roll Number:

POLICY FOR ATTENDANCE AND PARTICIPATION

BROADMEADOW COMMUNITY NATIONAL SCHOOL



2022/2023

Principal: Miss J. Robinson

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Attendance and Participation Policy.

Introduction

Establishing good attendance and punctuality habits from the very beginning is very important. Broadmeadow CNS have strong beliefs in the need to be in school and how the learning and social process can be affected with time away from school. This policy will be reviewed yearly.

Aims and Objectives

- Ensuring that pupils are registered accurately and efficiently
- Ensuring that pupil attendance is recorded daily encouraging and full attendance where possible
- Identifying pupil risk
- Promoting a positive learning environment for all
- Enabling learning opportunities for all children
- Ensuring compliance
- Monitoring and tracking attendance in accordance with GDPR and Legislation
- Ensuring the Safeguarding and Well-Being of all

Links to School Ethos

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Roles and Responsibilities

All staff have an input into the implementation of the policy. Class teachers record individual attendance on Aladdin.

It is the responsibility of the principal and staff to implement this policy under the guidance of the school's board of management/ single manager.



Punctuality

School begins at 8.40 am. All pupils and teachers are expected to be on time. If a child is late a note will be placed in the child's journal. The school will explore with the parent the reasons why the pupil is persistently late and if there is any support the school can offer to aid the situation. The principal is obliged under the Education Welfare Act, to report children who are persistently late, to the Education Welfare Board.

Reporting and Recording Absence and Punctuality

The school attendance of individual pupils is recorded in the Leabhar Rolla (Roll Book) of each class on a daily basis. The annual attendance of each individual pupil is recorded in the Clár Leabhar (Register), together with information provided in enrolment forms (Pupil's Name, Date of Birth, Address, Religion, Parents' Names and Parents' Occupations).

If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll call is taken at 10 am each morning. Any pupil not present will be marked absent for the day. The roll book may not be altered once it has been filled in. A note from parents/guardians is required to explain each absence. Such notes will be retained by the school secretary. Parents/guardians must also provide a note if a child departs early during the school day. These notes are dated and kept in a central location (administration office). Late arrivals and early departures are recorded by the school secretary.

Parents/guardians are made aware of the requirements of the NEWB particularly the by-law relating to absences of more than 20 days per school year. They are notified in writing on the end of year report of the total number of absences during the school year. Pupils whose non-attendance is a concern are invited to meet with the principal during parent/teacher meetings and are informed of the school's concerns.

The school must inform the Education Welfare Officer in writing, where a child has missed 20 or more days in a school year, where attendance is irregular, where a pupil is removed from the school register and where a child is suspended or expelled for 6 days or more.

National Educational Welfare Board

The Education Welfare Officer is informed if:

- A child is expelled.
- A child is suspended

- A child has missed more than 20 days.

The NEWB is furnished with the total attendances in the school year through the Annual Report Form which is completed on-line.

Roles and Involvement in Implementation and Development of the Policy

- New entrants and their parents/guardians are invited to engage in an induction process, through which the school's policies and procedures in relation to attendance are explained. There is a focus on the value of regular attendance and on the importance of developing good attendance habits from Junior Infants onwards.
- The calendar for the coming school year is published annually in May and a reminder is published in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.
- Pupils are expected to wear the correct school uniform.
- Parents/guardians are informed if a child has no lunch, and if one cannot be provided for him/her, the school will provide a sandwich and a drink.
- Termly certificates for full attendance and punctuality
- Spot prizes for positive attendance and punctuality across the school year.
- CNS schools endeavours to create a safe, welcoming environment for our pupils and their parents/guardians. Parents/guardians will be consulted when reviewing policies with the aim of promoting a high-level of co-operation among the school community.
- The teaching staff collaborates in the planning and implementation of the primary school curriculum, so as to provide a stimulating learning environment for all pupils.

In Event of Non Attendance

Section 17 of the Education (Welfare) Act (2000), states that 'the parent of a child shall cause the child concerned to attend a recognised school on each school day'.

Section 21 of the Act obliges schools to inform the Education Welfare Officer if a child is absent on more than 20 days in any school year, or if a child does not attend school on a regular basis.

In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child's parents and the principal of the school) may serve a 'School Attendance Notice' on any parent who he/she concludes is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment.

Reasons for absence are recorded and reported to the NEWB five times during the school year through an online system. An annual report is submitted – not more than six weeks following the end of the school year - detailing the overall level of attendance at the school during that school year.

Transfer to 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 in their school.

When a principal receives notification that a child has been registered elsewhere he/she must notify the principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

Communication with Other Schools

- When a child transfers from CNS schools to another school, the schools records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer.
- When a child transfers into CNS schools confirmation of transfer will be communicated to the child's previous school, and appropriate records sought.
- Pupils transferring from CNS schools to a post primary school will have their records forwarded on receipt of confirmation of enrolment.

Role of the Parent/Guardian

- To ensure regular attendance and punctuality.
- Notifying the school if their children cannot attend for any reason. Email sent as soon as possible and then note in the back of journal upon return.
- Working with the school and education welfare service to resolve any attendance problems.
- Making sure their children understand that parents support good school attendance.
- Discussing planned absences with the school.
- Refraining, if at all possible, from taking holidays during school time.
- Showing an interest in their children's school day and their children's homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.

- Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours as much as possible.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Role of BOM

- To ensure that an attendance policy is in place and that it is reviewed on a regular basis in line with legislation.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.
- To agree on appeals by parents or students with respect to any decision(s) made by the principal or Board.
- To prepare (and submit to the Education Welfare Board) a statement of strategies regarding attendance. The statement of strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the BOM proposes to adopt.
- For the purposes of fostering an appreciation of learning among students attending the school and
- Encouraging regular attendance at the school on the part of all students from enrolment.
- To work closely with the Principal and all school staff.
- To support staff, parents and children within the school where possible.

Sharing of Information (GDPR)

On occasion children will transfer in to our school or may transfer from our school to another. In this event the school will seek or share information related to the child/children with the other educational establishments on a need to know basis.

All sharing of information and storage of information at Broadmeadow CNS will be in line with all legislation including GDPR.

Evaluation

The success of any Attendance Policy is measured through:

- Improved attendance levels as measured through Leabhar rolla records and statistical returns
- Happy confident well adjusted children
- Positive parental feedback

- Teacher vigilance.

This policy is subject to annual review by the Board of Management
Signed: _____ Date: _____