



**Broadmeadow Community National School,
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Roll Number: 20529J

**Broadmeadow CNS
Attendance & Punctuality Policy
2025/2026**

BROADMEADOW COMMUNITY NATIONAL SCHOOL

Principal: Miss J. Robinson



Policy Aims:

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Ensuring that pupil attendance is recorded accurately and efficiently on Aladdin daily
- Identifying pupil risk
- Promoting a positive and safe learning environment for all
- Ensuring compliance
- Monitoring and tracking attendance in accordance with GDPR and Legislation
- Ensuring the Safeguarding and Well-Being of all

In Ireland, parents have a legal obligation under the Education (Welfare) Act 2000 to ensure their children between 6 and 16 attend school or receive an education, and must inform the school of any absences. We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote, support and celebrate good attendance and punctuality. Schools must also report to Tusla where a child has been absent for 20 days or more in a school year.

Roles and Responsibilities				
Board of Management	Senior Leadership Team	Class Teachers	School Secretary	Parents and Carers
Have overall oversight of attendance figures for the whole school on at least a termly basis	The principal is responsible for the implementation of this policy at the school and reports to BOM	Record attendance daily by 9am on Aladdin	Collate and share attendance data from Aladdin across the school and at an individual pupil level x 2 per year (Dec, April)	Inform the school via Aladdin of the reason for their child's absence. This must be done for each day of absence. Any absence that is not reported will be recorded as unexplained.
Hold the principal and school personnel to account for the implementation of these procedures	The principal reports attendance concerns to Tusla The deputy principal will monitor school-level absences data and at an individual pupil level	Monitor class attendance on a pupil level Arrange calls and meetings with parents to discuss attendance concerns Reports persistent concerns about attendance to the Deputy Principal	Support class teachers with phone calls where there is an unexplained absence Run monthly class attendance report to provide to teachers in conjunction	Provide supporting evidence of medical appointments eg. appointment card, appointment letter promptly before or after appointment Sign their child in to the late

	<p>The SLT support staff and families with monitoring the attendance of individual pupils</p> <p>SLT will promote and encourage the school community to raise awareness of positive attendance and punctuality.</p> <p>DP to create all relevant documentation for holiday/leave request from pupils and share with parents annually.</p>	<p>In collaboration with Deputy Principal/Principal complete any EWO referrals</p> <p>Oversight of reasons for absence on Aladdin</p> <p>Requesting reports from school secretary for specific attendance concerns</p> <p>Ensuring any latecomers go to the office with parents to sign in</p> <p>Changing Aladdin to reflect late arrivals</p> <p>Collate a class late collection book and monitor for any Child Protection concerns</p> <p>Class teachers will report attendance on June report.</p> <p>Discuss holiday absence with families and always request a written letter of request is issued prior to the leave</p> <p>Scan appointment/medical letters and store on Aladdin for each individual child</p>	<p>with the DP. DP will also run reports in the absence of the school secretary hours (9-11am)</p> <p>Letter of attendance and punctuality to families in Dec.</p> <p>Report on holiday absence in Dec</p> <p>Approving attendance alerts on Aladdin with support of P and DP</p> <p>Signing latecomers / early leavers in / out with parents</p> <p>Transfer of pupils on POD</p>	<p>book when their child arrives late</p> <p>Sign their child in / out in the school record book when taking their child out for / returning their child from a medical appointment</p> <p>Inform the school promptly if they see any errors in their child's attendance report</p> <p>Ensuring legal responsibility in relation to school attendance</p> <p>Work in partnership with the school to promote positive attendance</p> <p>Complete all relevant leave requests for their child ahead of leave (holiday leave) excluding illness</p>
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Recording attendance

The school will keep an electronic attendance register on Aladdin. The attendance register (clár rolla) is taken at the start of each school day and marks whether a student is: present / absent / late (and by how many minutes) after 8.50am. The school will keep every entry on the attendance register for 3 years after the date on which the entry was made. (25 years stored) Pupils must arrive in school by 8.40am on each school day. The roll will be taken no later than 8.50am. Any time of arrival after 8.50am will be entered onto Aladdin as late and the time in minutes.

Early Collection

All children who are collected from school early must sign out in the school office. Class teachers and the school Attendance Lead will keep track of leaving school early, as this is also considered loss of school time and punctuality. If a child is to be collected from school early, advance notice, where possible must be provided in writing to the class teacher, providing the reason.

Unplanned absence

The pupil's parent/carer must notify the school on each day of an unplanned absence by 9.00am or as soon as practically possible. Parents/Carers must notify the school on Aladdin of their child's absence and state the reason for the absence. The school may call parents / guardians for clarification. If the authenticity of the illness is in doubt or if the child's absence to date is a concern, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Planned absence

If your child is attending a medical or dental appointment during school hours parents/carers should notify the school in advance of the appointment wherever possible. The school will require a copy of the appointment letter/ card/ text to be stored on the Aladdin app. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Parents/carers must inform the school via Aladdin of upcoming appointments, and supply any evidence of a medical appointment. If a child needs to leave school early to attend a medical appointment, their parent / guardian must sign the child out in the attendance book located in the school office.

Holidays

Parents are strongly encouraged by the school and TUSLA not to take their child out of school to go on holiday. Holidays should be planned during school closures. If children are absent from school due to going on holiday, the school must record and track this and are obligated to report to TUSLA if the child has missed more than 20 days in the school year.

Lateness and punctuality

School begins at 8.40 am. All pupils are expected to be punctual and in their class line in the yard by this time. The rolla is taken as soon as classes are settled in class and any children who arrive after 8:50am will be marked as late. When recording lateness, teachers must record the number of minutes a child is late for school. This is kept on the child's school attendance record.

If a child is persistently late, the school will explore with the parents the reasons for this 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.

Any child who arrives late to school, after the roll has been taken, must be taken by their parents to the school office to be signed in in the 'late book'.

Reporting to parents

The school will keep parents/carers informed of their child's attendance and lateness by:

- Discussing at parenting meetings
- Twice yearly attendance and punctuation letters (Dec and June)
- Mid year report cards
- End of year report
- Via class teacher follow up if attendance or lateness is of concern

Persistent Absence

In the event that a child's attendance drops **below 95% (12 days or more)**, their absence is considered to be persistent. In this case, the school will take action with parents to address the concerns in a timely manner. The following steps will be taken:

- Class teacher will meet with / phone parents about the matter and remind them of their statutory duty to ensure their child is at school
- Class teacher will discuss any issues that may be preventing the child from attending school and plan to address these with the parents
- When a child has missed 12 days, a letter is sent to parents highlighting this and encouraging improvement

In the event that a child's attendance drops **below 88% (20 days or more)**, their absence is considered to be persistent and warrants external intervention. In this case, the school has an obligation to inform TUSLA and the Board of Management. Parents will be notified in this instance and a meeting will take place between the principal and parents. The EWO and the principal will work together to support families of children with particularly poor attendance.

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.

Strategies for promoting attendance

- Positive and supportive relationships between school and families
- Attendance trophy issued weekly to the class with the highest attendance
- Class teachers highlight good attendance in the classroom and discuss the importance of good attendance with pupils
- Class teachers award monthly certificates to pupils with the highest attendance and improved attendance
- Specific incentives may be offered to particular children to encourage good attendance if needed
- The 'Don't Let your Child Miss Out' leaflet from TUSLA is shared with parents at the beginning of each year
- New entrants and their parents/guardians are invited to engage in an induction meeting, 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 upcoming school year is published annually in May / June and a reminder is published in September. It is hoped that this approach will enable parents/guardians to plan events around school closures, thus minimising non-attendance related to family holidays during the school term.
- 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 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.

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.

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 only be forwarded on receipt of written notification of the transfer and request of the information. When a child transfers into CNS schools confirmation of transfer will be communicated to the child’s previous school, and appropriate records requested. Pupils transferring from CNS schools to a post primary school will have their records forwarded on receipt of confirmation of enrolment. We are aware under GDPR, families may need to gain this information and provide it to use as a school.

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

Evaluation

The success of this Attendance Policy is measured through:

- Improved attendance levels as measured through school records and statistical returns
- Happy, confident, well-adjusted children
- Positive parental feedback
- Teacher vigilance

To: The Principal
Broadmeadow CNS



Date: ___ / ___ / _____

Re: Notification of Planned Holiday for _____

I / we wish to inform you that our child, _____, **(Child's full name)** who is enrolled in _____ **[Class]**, will be absent from school due to a family holiday.

The proposed dates of absence are **from** _____ **to** _____ **inclusive**.

I / we understand that this absence will result in missed school time and that it is our responsibility to ensure that our child catches up on any schoolwork missed during this period.

I / we understand that the school cannot authorise holidays during term time and that it is advised that children should not be removed from school for holidays.

I / we understand that the school has a legal obligation to refer to TUSLA where a child has missed 20 school days.

Yours sincerely,

[Parent/Guardian Name(s)]