



## School Attendance Policy/Strategy

Name of school	Gaelscoil Uí Drisceoil
Address	Dunkettle, Glanmire, Co. Cork
Roll Number	20239a
The school's vision and values in relation to attendance	<p>Gaelscoil - <i>a school in which all subjects are taught through the medium of Irish in an attractive encouraging environment. Irish is the language of the school community, between children, teachers and management.</i></p> <ul style="list-style-type: none"> <li>• <i><b>Multi-denominational</b> i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.</i></li> <li>• <i><b>Co-educational</b> and committed to encouraging all children to explore their full range of abilities and opportunities</i></li> <li>• <i><b>Child centred</b> in their approach to education</i></li> <li>• <i><b>Democratically run</b> with active participation by parents in the daily life of the school whilst positively affirming the professional role of the teachers</i></li> </ul> <p>Where the Irish and English versions of this policy are at variance with one another, the Irish version is deemed to prevail. The Principal and Chairperson will be happy to clarify any matters arising from this policy.</p>

<p>The school's high expectations around attendance</p>	<ul style="list-style-type: none"> <li>● Full attendance is promoted, encouraged and celebrated.</li> <li>● The school places great emphasis on regular attendance in communications with parents and students.</li> <li>● The Board of Management wishes to promote and encourage regular attendance and educational opportunities as an essential factor in our children's learning.</li> <li>● A positive outlook and interest in learning is promoted in our school community.</li> <li>● Issues around attendance are identified and every effort is made to support and encourage improvement.</li> <li>● The school ensures that our attendance policy is in line with our code of behaviour policy and all attendance related sanctions are dealt with fairly and equitably in an effort to encourage full attendance.</li> <li>● We expect children to have full attendance at school unless they are ill, incapacitated or have medical appointments.</li> <li>● We understand that there may also be urgent family reasons why a child cannot attend school, especially in the case of bereavements.</li> </ul>
<p>How attendance will be monitored</p>	<ul style="list-style-type: none"> <li>● Each class teacher records attendance daily on Aladdin when the roll is called at 10.00am and attendance is monitored centrally on Aladdin.</li> <li>● The Principal and Deputy Principal regularly review attendance figures. Notes are requested from parents explaining why their child was absent from school. Parents can log their reasons for child's absence on Aladdin connect directly themselves.</li> <li>● Aladdin generates a text message which is sent to parents when a child is absent if they have not logged an absence reason on the Aladdin system.</li> <li>● Parents are contacted by phone when pupils do not return to school as expected.</li> </ul>
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> <li>● Target setting and targets</li> </ul>	<p>The importance of school attendance is promoted throughout the school.</p> <ul style="list-style-type: none"> <li>● Pupils are registered accurately and efficiently.</li> <li>● Pupil attendance is recorded daily.</li> </ul>

<ul style="list-style-type: none"> <li>• The whole-school approach</li> <li>• Promoting good attendance</li> <li>• Responding to poor attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.</li> <li>• Pupil attendance and lateness is monitored by the class teacher and the Principal using the Aladdin system.</li> <li>• School attendance statistics are reported as appropriate to: <ul style="list-style-type: none"> <li>○ TUSLA</li> <li>○ The Education Welfare Officer</li> <li>○ The Board of Management</li> </ul> </li> </ul> <p><b>Punctuality:</b></p> <ul style="list-style-type: none"> <li>● School is open from 8.20a.m. and children are required to be in their classrooms not later than 8.50 a.m. All pupils and teachers are expected to be on time.</li> <li>● The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Education Welfare Act (2000), to report children who are persistently late, to the Education Welfare Board. Guidance for Parents Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”.</li> <li>● The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.</li> <li>● Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school by email or through Aladdin.</li> <li>● If a child is absent, when the child returns to school the parent should give/send a written note/email to the class teacher which contains the child’s name, the dates of absence and the reason for the absence. These notes/email will form a record which may be inspected by the Education Welfare Officer on a visit to the school.</li> </ul>
---	--

School roles in relation to attendance	<p><b>Each class Teacher</b></p> <ul style="list-style-type: none"> <li>• Encourages and commends good attendance.</li> <li>• Implements any whole school plan to promote good attendance.</li> <li>• Calls the roll electronically on a daily basis, using the Aladdin system.</li> <li>• Collects any notes/medical certs regarding absence.</li> <li>• Notes any queries or concerns re absence.</li> <li>• Records individual patterns of attendance.</li> <li>• Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences.</li> </ul> <p><b>Principals/Deputy Principal/ Assistant Principal</b></p> <ul style="list-style-type: none"> <li>• Manages eRoll Books and Monitors attendance</li> <li>• Consults with parents where there are concerns around attendance or where parents have not provided explanations regarding absences.</li> <li>• Monitors concerns with regard to the attendance of individual children, specifically when a pupil's absences approaches or exceeds 9,15 and 20 days.</li> </ul>
--	---

	<ul style="list-style-type: none"> <li>• Follows up on any issues regarding attendance.</li> <li>• Makes the quarterly and annual statistical return to Tusla.</li> <li>• Makes referrals to Tusla when deemed necessary.</li> <li>• Advises parents of the importance of regular school attendance</li> <li>• Promotes good attendance at school assemblies, meetings with parents, end of year events.</li> <li>• Updates the BOM about attendance in the school</li> <li>• Ensures that the electronic version of the Daily Attendance Book Aladdin - records summary information in relation to monthly and annual attendance of pupils.</li> <li>• Keeps in regular contact with parents where attendance is a concern.</li> </ul> <p><b>Board of Management</b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of the Principal and staff to implement this strategy under the guidance and authority of the school's Board of Management.</li> <li>• The Board works to provide and support a positive, welcoming environment by maintaining and resourcing the school to a high standard, which in turn promotes good attendance.</li> </ul> <p>When a child moves to Gaelscoil Uí Drisceoil from another primary school that was already on the roll in a different school, the</p>
--	---

	<p>principal writes to the principal of the other school to let them know that the child is now registered with them. When a child moves to a different primary school from Gaelscoil Uí Drisceoil the school will keep the name of the child on the roll book until such a time as the school receives notice in writing from the school principal/Tusla/Education Board that the child has moved schools.</p>
<p>Partnership arrangements</p>	<p><b>Parents/Guardians can promote good school attendance by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring regular and punctual school attendance.</li> <li>• Notifying the School if their children cannot attend for any reason.</li> <li>• Working with the School and education welfare service to resolve any attendance problems</li> <li>• Making sure their children understand that parents support &amp; approve of school attendance;</li> <li>• Discussing planned absences with the school.</li> <li>• Refraining, if at all possible, from taking holidays during school time</li> <li>• Showing an interest in their children’s school day and their children’s homework.</li> <li>• Encouraging them to participate in school activities.</li> <li>• Praising and encouraging their children’s achievements.</li> <li>• Instilling in their children, a positive self-concept and a positive sense of self-worth.</li> </ul>

Encouraging full attendance	Full attendance is celebrated and encouraged. Children who achieve 183 days are rewarded with a certificate at the end of the school year during school assembly.
How the Statement of Strategy will be monitored	Yearly Review of Policy
Review process and date for review	September 2021
Date the Statement of Strategy was approved by the Board of Management	Ruairí Ó Catháin Cathaoirleach
Date the Statement of Strategy submitted to Tusla	<b>9/10/2017</b>