

Scoil Mhuire agus Bharra

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Attendance Strategy Statement

Introductory Statement

This policy was formulated by the staff of Scoil Mhuire agus Bharra;

Rationale

Scoil Mhuire agus Bharra decided to implement this attendance policy because:

- It is a priority area.
- It is a requirement under the Education (Welfare) Act 2000.
- The school needs to encourage and support regular attendance.
- Regular attendance and punctuality are essential for each child to fulfil their educational potential. The Board of Management and school staff promote and support regular attendance as a key factor in maximizing pupil progress.

Relationship to the Characteristic Spirit of the School

This policy aligns with the School's Mission Statement. Scoil Mhuire agus Bharra seeks to enable every pupil to actively participate in all areas of school life, both curricular and extracurricular. Regular attendance and punctuality help create a stable learning environment. The school management and staff expect the cooperation of pupils, parents/guardians, and staff in encouraging and maintaining high attendance levels throughout the school year.

Aims

- To support and encourage high rates of school attendance and punctuality at all class levels.
- To raise awareness among parents and guardians about the importance of attendance.
- To ensure that pupils are registered as enrolled, attendance is recorded daily, and attendance records are regularly monitored.
- To identify pupils at risk of poor attendance and those at risk of underperformance due to attendance issues.
- To promote a positive learning environment to enable all pupils to avail fully of learning opportunities.
- To comply with relevant legislation regarding school attendance.

- To develop supportive links between the school and families at risk of attendance and punctuality issues.

Content of the Statement

Defining and Recording Non-Attendance

Under the Education (Welfare) Act 2000, parents are obliged to ensure their child (aged 6 to 16 years) attends school each day it is open. The Act requires parents of an absent child to notify the school of the cause of absence no later than the third day of absence.

- The school reports certain non-attendance matters to TUSLA's Educational Welfare Services (EWS) (i.e., pupils absent for 20 days or more or where the principal has concerns about attendance).
- Parents are notified in writing when a child reaches 15 days of absence.
- In February 2025, the school continues to use Aladdin Connect for recording reasons for pupil absences via the Parent App.

Whole School Strategies to Promote Attendance

- School Calendar: The calendar is published on the school website and emailed to parents before each school year to ensure awareness of term dates.
- Welcoming Environment: The school fosters a safe, welcoming space for pupils and parents.
- Encouraging Punctuality: Pupils are expected to arrive on time each morning.
- Early Intervention: The school informs all parents about attendance procedures and their importance.
- Uniform Policy: Pupils are encouraged to wear the full school uniform or school tracksuit if necessary.
- Transport: Public transport options support pupil attendance.
- Lunch Provision: If a child arrives at school without a lunch, efforts are made to provide one.
- Assessments: If a pupil misses a test, a re-test will be given upon their return.
- Attendance Rewards: Good attendance is recognized with certificates at assemblies.
- Equality of Participation: The school subsidizes certain events to ensure all pupils can attend.
- End-of-Year Reports: Total days missed are recorded in the June report and discussed at parent-teacher meetings.
- Timetabling Adjustments: Interesting subjects may be scheduled early in the morning to encourage attendance.
- Parental Communication: Attendance requirements are outlined in the Enrolment Pack.

Roles and Responsibilities

The Principal, Deputy Principal, Teachers, and School Staff, in consultation with Parents and the Board of Management, are responsible for implementing this policy.

The Principal/Deputy Principal monitors overall school attendance.

Class Teachers track individual attendance and report concerns about at-risk pupils.

Parents/Guardians are strongly discouraged from taking children out of school for holidays during term time.

Punctuality – Being at School on Time

School Hours: 9:00 am – 1:40 pm (Infants), 9:00 am – 2:40 pm (1st – 6th Classes).

Supervision: The school gates open at 8:50 am, and pupils are supervised until class starts at 9:00 am.

Late Arrivals: Pupils arriving after 10:30 am (Roll Call) are recorded as late.

Early Departures: Parents must contact the school in advance if their child needs to leave early.

Recording and Reporting Attendance

Attendance is recorded electronically via the Aladdin School Management System in accordance with Circular 33/2015.

The school submits attendance reports to TUSLA throughout the year and provides an Annual Attendance Report at year-end.

Success Criteria

- Reduction in the number of pupils missing 20+ days
- Increased parental awareness of attendance obligations.
- Early intervention strategies in place for at-risk pupils.
- Effective electronic attendance tracking via Aladdin.

This Attendance Strategy Statement was adopted by the Board of Management on 18.02.2025.

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