



Scoil Mhuire, Trim

Attendance Policy

Core Values

Our core values are embedded in the Mercy philosophy of education.

We value each individual within our school community through the promotion of respect for all, ensuring a holistic and person-centred education, by striving for excellence in learning and encouraging students to use and share their talents to their full potential. We pride ourselves on a friendly, caring atmosphere which is rooted in excellent student-teacher relationships.

Mission Statement

Scoil Mhuire seeks to provide a quality education for all its students in a challenging and positive environment.

We are committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged and marginalized.

Rationale

- Regular attendance and active participation in school life enhances the learning experience.
- Regular attendance develops a sense of community and belonging.
- The parents/guardians are the primary educators and as such are responsible for their daughter receiving the best education possible. Scoil Mhuire supports and co-operates with parents/guardians to ensure this is the case.

Application of Policy

This policy applies to all of the stakeholders in Scoil Mhuire, Trim.

Legislation

The purpose of the **Education Welfare Act 2000** is to encourage regular school attendance.

Under this act parents must inform the school if their daughter will be absent from school on a school day and the reason for the absence. In Scoil Mhuire, the written explanation must

be in the school journal, signed by parent/guardian. The NEWB strongly advises against taking children out of school to go on holiday during term time.

Under the **Child and Family Agency Act 2013, TUSLA**, the Child and Family Agency is responsible for ensuring that every child in the State attends school or otherwise receives an education and for providing education welfare services to support and monitor children's attendance, participation and retention in education.

Aims

Scoil Mhuire aims to:

- Develop a love of learning which means students recognise the importance of engaging with school life.
- Encourage full attendance where possible.
- Identify at-risk pupils and devise a strategy to improve attendance.
- Raising awareness of the importance of attendance among the whole school community.

Attendance

- Roll Call is recorded electronically every morning by the form teacher at 08:49 and registration after lunch by the subject teacher.
- Staff record attendance electronically every period throughout the day.
- Medical/Bereavement/Holiday explanation absentee notes are available to all staff.
- Form teachers stamp/sign absentee notes on return and amend electronically. They follow up on any reasons for absence omitted and communicate where needed to the Year Head.
- Students are responsible for presenting absent notes signed by parent/guardian to the form teacher.
- Students arriving late or leaving early must report to the main office.
- The Year Head monitors weekly attendance, liaising with the form teachers.
- The Deputy Principal monitors attendance of all students, liaising with relevant Year Heads.
- The Deputy Principal communicates 12 days absenteeism in writing to parents/guardians in any one school year.
- The Deputy Principal has responsibility to report 20-day absences to TUSLA and parents/guardians.
- The Deputy Principal processes holiday request applications.
- Permission to leave school during school hours must be sought from Deputy Principal between 8:25-8:45 a.m. with written note from parent/guardian in the journal. Permission to leave is recorded by Deputy Principal on VShare and parent/guardian can enter the school to sign their child out.
- Should a student need to leave the school during school hours unexpectedly, permission to do so must be sought from Deputy Principal and is recorded on VShare.
- Academic reports include lateness and absences from school.

Roles and responsibilities of Scoil Mhuire

- Whole school approach to encourage good attendance.
- Attendance roll call is taken by the form teacher daily at 8:49 a.m. and recorded electronically.
- Class attendance recorded at the start of each lesson by subject teacher electronically.
- Lateness: Late arrivals and early departures are recorded electronically on VSware by Deputy Principal/Administration staff.
- Counselling services, Care Team, Year Head Team, and any other necessary partners devise ways to support students in good attendance.

Roles and responsibilities of Parents/Guardians

As the primary educators, parents/guardians have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.

There is a great deal which parents/guardians can do to support the regular and punctual attendance of their child.

Parents/guardians should:

- Check and sign Student Journal at least once a week as it is the main method of communication between school and home.
- Ensure all home contact details are up to date.
- Take an active interest in their child's school life and work.
- Monitor VSware/letters/emails/text messages from school regarding their child.
- Attend parent/guardian evenings and other school events.
- Ensure that their child arrives at school on time each day, dressed in full school uniform and fit to learn.
- Ensure that their child does not arrive in school sleep deficient.
- Ensure that their child completes her homework.
- **Make all appointments for their child outside of school hours where possible.**
- **Avoid booking holidays during the school term.**
- Ensure that their child only misses school for reasons which are unavoidable, e.g. illness.
- Always notify the school as soon as possible - preferably on the first morning of any absence and confirm this in writing in the journal on return to school.
- Be aware that exams/assessments will not be rescheduled if they are missed.
- Contact the school if they are concerned that their child may be reluctant to attend.
- Avoid collecting their child from school during school hours, unless pre-arranged as this causes significant disruption to teaching and learning.
- Be aware that students who are late for school miss out on valuable teaching and learning.

Roles and responsibilities of Students

Each student has a personal responsibility to attend school each day and be punctual.

Rewards

Students who achieve full attendance are acknowledged and rewarded.

Monitoring

- Improved attendance as recorded on electronic records and statistical analysis
- Re-survey and compare results
- Student happiness..... confidence, well adjusted
- Positive parental feedback
- Teacher vigilance

Reviewed and Amended: 1st June 2023