



Ringsend College Attendance Policy

INTRODUCTION

The Ringsend School Community believe

- that there is a direct relationship between a student's success in school and regular attendance
- that students who have good attendance records enjoy their school experience more than students who do not attend regularly.

THE POLICY IN CONTEXT

The school Attendance Policy is directed by

1. The School Mission Statement
2. The Education (Welfare) Act 2000

AIM OF THE POLICY

It is hoped that by constantly monitoring and tracking students' attendance records, absenteeism will improve and students will have a positive school experience.

To reflect our obligations relating to school attendance as outlined in the Education (Welfare) Act, 2000

INTRODUCTION:

The Education Welfare Act 2000 provides a comprehensive framework for promoting regular school attendance and attending to problems of absenteeism. It was signed into law on July 5th 2000. The National Educational Welfare Board (NEWB) was set up under this Act to support regular attendance and the education of children and young people. The Board has appointed Educational Welfare Officers (E.W.O.) to provide advice and support to parents and schools and to follow up absences from school. Under the Act parents must notify the school when a child is absent and it is recommended that the explanation be in writing. It is incumbent on schools to notify the National Educational Welfare Board if a child has missed a total of twenty days in the school year.

The Education (Welfare) Act 2000 safeguards every child's entitlement to an appropriate minimum education by:

- Developing a national framework to promote regular attendance at school,

- Promoting a positive appreciation among students of the benefits to be derived from education and attendance at school
- Identifying the causes of absenteeism and early school leaving and developing measures for its prevention,
- Providing support to children at risk and those who experience difficulties in school in order to resolve any difficulties or impediments to their regular attendance at school.

THE EDUCATIONAL WELFARE BOARD

The National Educational Welfare Board is given the lead role in implementing the provisions of the Act:

- The principal function of the Board is to ensure that every child in the State attends a recognised school or otherwise receives an appropriate minimum education.
- The Board also has an advisory and research role in the formulation of Government policy on school attendance and education provision.
- The Board will deploy educational welfare officers at local level throughout the country. These officers will work in close co-operation with parents, teachers, school managers, community bodies and other relevant agencies to promote regular school attendance and prevent absenteeism and early school leaving.

ATTENDANCE TEAM

The Attendance Team at Ringsend College consists of our Principal, Deputy Principal, Attendance Officer, Home School Liaison and School Completion Team. The attendance team will focus on children at risk and those who are experiencing difficulties in school in order to resolve any impediments to their regular attendance at school. Alternative schooling will be sought for students who have been expelled, suspended or refused admittance to a school.

SCHOOL DAY

All students must attend at the scheduled times every day:

Mon, Tues, Thurs, Fri: 8.50 - 13.00, 13.40 - 15.40

Wed. 08.50-13.00

- Students are expected to be present each day.
- Students are expected to maintain high standards of punctuality throughout the day.

PROCEDURES FOR MONITORING ATTENDANCE

Subject teachers take registration using VSware at the start of each lesson. Period 1 and Period 5 each day are designated roll call classes and attendance or absence at these classes is recorded in the students' official records.

No. of unexplained absences.	School Support
1 Day	Attendance Officer will contact parent/guardian.
5 Days	Student will meet with the Deputy Principal and Tutor to discuss strategies to improve their attendance. Deputy Principal will speak to student's parents.
10 Days	Student and parents meet with Deputy Principal to discuss attendance issues and support needed to improve attendance.
15 Days	Student and parents meet with Deputy Principal and Principal to discuss attendance issues and next steps. At this point the school is obliged to send note of concern to Tusla.
20 Days	Department of Education informed.

PROCEDURE FOR RECORDING EXPLANATIONS FOR ABSENCES:

Parents/Guardians must provide explanations for their child's absence.

They can:

- Provide a copy of an appointment letter for medical or dental check-ups.
- Write an explanation in the student journal.
- Ring or text the school leaving details of the absence.

SCHOOL ACTIVITY/WORK EXPERIENCE

- Absences from class due to participation in a school activity or work experience are recorded as school activity (SA) or work experience (WE).
- Teachers organising the school activity provide Attendance Officer with the list of students involved the day prior to the event. Attendance Officer will pre-enter the students' absence under the category school activity (SA) or work experience (WE).
- The staff member accompanying or organising the event phones the school on the morning of the activity to confirm the presence/absence of the students.

LATE POLICY

- Students are requested to get into the routine of being at school on time.
- Students who arrive late disrupt the class and miss important instruction time.
- When a student is late, the reason for lateness must be clearly stated to the class teacher on entry to the school.
- The subject teacher will enter the code late on Vsware.

- When a student is late two or more times in a week. They will have a late detention with the Deputy Principal on the following Wednesday afternoon.

TRUANCY

- Truancy is considered an extreme violation of the School Code of Positive Behaviour and incurs immediate suspension.
- In school Truancy (where a student remains in the school building but does not attend a timetabled class) incurs detention.

MEDICAL/DENTAL APPOINTMENTS

- Parents/guardians and students are requested not to make medical or dental appointments during school hours.
- Where this is not possible, permission to leave the school note must be completed and handed to the Deputy Principal before 9.00a.m on the day in question.
- The Deputy Principal will record the student's name and pass it to Attendance Officer.
- Students are required to notify the Principal or Deputy Principal if they leave the school building during the school day.

COMMUNICATION WITH PARENTS

- Parents will be contacted, via phone call, every day when their child is missing from school.
- Parents are routinely informed of their daughter's attendance and punctuality record through the termly and mock examination reports.
- Individual subject teachers can track a student's attendance for their given subject and are encouraged to contact a parent/guardian if concern arises about absenteeism for a particular subject.

COMMUNICATION WITH TEACHERS

- Teachers have access to the attendance records of all students through the use of Vsware.
- Teachers can access the specific attendance record for each of their teaching groups using VSware.
- If information is received from parents in relation to a student's absence, teachers are notified of this through VSware
- In the case of a prolonged absence and if requested by parents, teachers are encouraged to provide relevant work that the student can complete at home.

REWARDING STUDENTS FOR ATTENDANCE

- Students who have full attendance in any given year are presented with a Certificate of Attendance at the end of the year.
- Two attendance competitions are run, the the School Completion Team, throughout the year and students with the highest attendance are rewarded with a trip.

Ringsend College Attendance & Punctuality Procedures

All staff at Ringsend College are committed to supporting and encouraging excellent attendance and punctuality amongst our students. **Students are not permitted to take time off school during term time. Medical & dental appointments should be scheduled for Wednesday afternoons, when possible.**

Parent/Guardians must notify the school via the school journal if a student is going to have an unavoidable absence.

The following procedures are in place to celebrate students with excellent attendance and punctuality and to support students with any attendance or punctuality issues they may be experiencing.

Attendance competitions will be ran by our School Completion Team over the school year and students with excellent attendance will be rewarded with trips.

No. of unexplained absences	School Support
1 Day	Attendance Officer will contact parent/guardian to discuss the absence.
5 Days	Student will meet with the Deputy Principal and Tutor to discuss strategies to improve their attendance. Deputy Principal will speak to student's parents.
10 Days	Student and parents meet with Deputy Principal to discuss attendance issues and support needed to improve attendance.
15 Days	Student and parents meet with Deputy Principal and Principal to discuss attendance issues and next steps. At this point the school is obliged to send note of concern to Tusla.
20 Days	Department of Education informed.

Punctuality Procedures:

If a student is late twice in one week they will receive a late detention.

Students are encouraged to be in school every day, on time. Punctuality will be monitored via VSware and as students enter the building. When a student is late twice in any week they will receive a 30 minute detention on the Wednesday afternoon of the following week. Students will complete a Punctuality report during the detention. Further support will be put in place if punctuality continues to be an issue.

22/11/2017