

Kilnamanagh CNS Attendance Policy

Rationale

Kilnamanagh CNS bases its School Attendance Policy on the Education (Welfare) Act 2000. The Board of Management wishes to promote and encourage regular attendance and good punctuality as an essential factor in our pupils' learning and wellbeing.

Relationship to the Characteristic Spirit of the School

Kilnamanagh CNS endeavours to enable every pupil to actively participate in all school activities. Regular attendance and punctuality help to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance through the school year.

Aims

This policy aims to:

- Outline strategies to improve attendance.
- Promote regular punctual attendance at school.
- Identify students who are at risk of developing school attendance problems.
- Ensure that appropriate contact will take place between the school and the parents/guardian of these children.
- To provide for legislation concerning school attendance, in particular the Education Welfare Act.

School Attendance Policy

Recording and Reporting of Attendance and Non-Attendance

- The school attendance of individual pupils is recorded electronically on the Aladdin computer-based system daily. Class attendance data is recorded automatically, by the same system thus replacing the Leabhar Tinrimh (Attendance Book).
- The annual attendance of each individual pupil is recorded in the Primary Online Database, together with information provided in enrolment forms (PPSN, name, Mother's maiden name, Address, Date of Birth, Gender, Nationality, Religion, Ethnic background whether in receipt of learning support or Irish exemption).
- Parents/guardians are informed in writing on the end of year report of the total number of absences during the school year on end of year reports.
- All schools are obliged to submit an Annual Attendance Report under the Education (Welfare) Act 2000. In the 2023/24 school year the Period 1 Annual Attendance Report deadline for submission is 31st January 2024. The Period 2 Annual Attendance Report deadline for submission is 30th September 2024.
- 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.
- The Principal or School Secretary make returns to TUSLA.

Strategies

The following strategies have been put in place to help foster an appreciation of learning and good attendance:

- Parents/guardians are expected to **write a note/email notifying the teacher of the reason for a child's absence**. A record of pupil's absence, category of absence and reason – if any – are recorded on the school's on-line Administration software Aladdin. A monthly reminder of this will be sent out in the school newsletter.
- The Roll is called in all classes between 9.00 and 10.00am daily. Any pupils who arrive after Roll Call are marked absent but number of minutes that they are late is recorded. Pupils who arrive late but before roll call are recorded as late.
- Parents/guardians must also provide a note/email if a child departs early during the school day. Late arrivals and early departures are also recorded in the early leaving records book at the reception. Parents/Guardians who pick up their children during the school day must "sign the child out" outside the office.
- When a child misses 15 days in a school year a courtesy email/text is sent to notify the parent/guardian.
- When a child misses 20 days in a school year a letter/email is sent to notify the parent/guardian and a report, as mandated, is sent to Tusla.
- Along with the above, school staff will use information from TESS School Attendance Campaign to promote school attendance –

Understanding attendance	Promoting attendance	Responding to poor attendance	Responding to poor attendance
The school will analyse the previous years' data in September and identify times when non-attendance is at peak. The school will plan to promote attendance for said periods. My views about school checklist. The school may identify pupils at	Teir 1: All students: greet pupils at the door in the morning, highlight to parents the protocol around certain illnesses and coming to school(Appendix 1), discuss attendance at parent-teacher meetings, highlight the importance of attendance to pupils and attendance. promote 1+1: one adult whom a pupil	Teir 2: Students with some attendance difficulties (10+ days without valid reason or reluctance to come to school/stay in school): Notification home when 15 days reached, check and connect – discussion with parents and pupil, buddy up system, use of NEPS Problem Solving Framework	Teir 3: Students with attendance difficulties (20+ days without valid reason): use of NEPS Problem Solving Framework Used to Address Reluctant Attendance and School Avoidance Behaviour. (Appendix 2) and Managing Reluctant Attendance and School Avoidance Behaviour: A Good Practice Guide for

<p>risk for poor attendance based on previous records. The school will encourage pupils' involvement in attendance promotion such as slogan and poster creation.</p>	<p>has a positive relationship with and 1 good friend, recognise and celebrate <u>satisfactory</u> attendance.</p>	<p>Used to Address Reluctant Attendance and School Avoidance Behaviour. (Appendix 1) and Managing Reluctant Attendance and School Avoidance Behaviour: A Good Practice Guide for Primary Schools Document, School Support Plans</p>	<p>Primary Schools Document, School Support Plans EWO referral Tusla Referral</p>
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Communication:

✓ Parents/guardians are asked to give feedback on this policy with the aim of promoting a high-level of co-operation among the school community.

✓ The importance of good attendance/punctuality is regularly communicated to the school community through assemblies, PTA meetings, BOM meetings and newsletters.

✓ 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 coming school year is published annually in June and a reminder is published in September. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendance related to family holidays during the school term.

Identification of students who are at risk of developing school attendance problems.

These are categorised as follows;

- Irregular Absentee: 5 days absent in a 20-day period without a valid reason.
- Seriously Irregular Absentee: 10 days absent in a 20-day period without a valid reason.
- Chronic Absentee: 11+ days absent in a 20-day period without a valid reason.
- Pattern Absentee: regular absence on a particular day of the week without a valid reason (ie Mondays) or regular lateness or early leaving on a particular day without a valid reason.
- Appropriate contact will take place between the school and parents/guardians of these children to discuss the matter.
- ****please note – these only apply without a valid reason for absenteeism****

School Attendance Reports

There are two reporting periods in the year, September to December and January to June.

On this form we are required to list any pupils, over the age of 6, who have missed 20 school days for any reason. You will be informed if your child is included in the report.

If it is followed up the Education Welfare Officer will ask if the absences were explained. Explained absences, due to illness etc, are not a cause for concern and shouldn't cause any worry at all.

A large number of unexplained absences may lead to further involvement from the Education Welfare Officer. The reports are not something to be concerned about and if you get a letter saying your child has been included in the report, please don't be concerned. While attendance is hugely important and good attendance correlates strongly with improved outcomes, there are also very valid reasons for children to miss school and this is understood.

Discretionary Referrals

Discretionary referrals are made where a school is worried about the attendance of a pupil. This might be due to a lot of unexplained absences, a pattern of absence, significant ongoing issues with punctuality leading to a lot of missed learning time etc.

A school will refer a child to the Education Welfare Officer where they have these concerns. The role of the Education Welfare Officer is primarily to offer support to families to improve attendance. The school will always contact parents before referring to the Education Welfare Officer and support where possible.

Key things to note

- When a child misses 15 days in a school year a courtesy text/email is sent to notify the parent/guardian.
- The aim of attendance and punctuality procedures are to ensure the child gets the best experience of education and maximises learning time. We are available to support as needed.
- There is no need for concern if you get a letter saying your child has been included on the attendance report. Explained absences are recorded as such.
- Be sure to email/give a note for your absence reason on each time your child is absent, so the school has it on record.
- Aim to have your child in school for 8.45am each day. We understand this isn't always possible, and understanding is always there for extenuating

circumstances. Chat to your child's teacher if it's an ongoing challenge and a note can be made of it.

Success Criteria

The following will provide some practical indicators of the success of this policy:

- Annual attendance rates of at least 80%
- Board of Management, Staff and parent/guardian awareness of their legal obligations under the Education (Welfare) Act 2000.

The Principal, Staff Teachers, the Parents/Guardians, together with the BOM, will be responsible for the implementation of this Policy.

This plan was ratified by the BOM on 19th March 2024. The plan was communicated to teachers and implemented in classes from September 2024. It will be available for the wider school community on our school website.

Signed: Mary Farrell Date: 19/3/24
Chairperson of BOM

Signed: [Signature] Date: 19/3/24
Principal

HSE Guidelines on Illness in Primary Schools

Infectious diseases are a major cause of illness among children attending school and childcare. The infographic was designed to prevent or minimise the spread of infection, illness and disease to children, staff and others (such as student teachers and volunteers). It provides advice for parents when their child develops symptoms of some of the common childhood illnesses about whether their child should stay out of school or childcare.

If your child is generally unwell, it is best to keep them at home. However, often children can be suffering from an illness, but well enough to go to school. Below is information on when pupils can return to school (providing they are well enough) following an illness.

When can I return to school?

Chicken Pox	Fever	Covid -19	Diarrhoea or vomiting	Flu	Measles
When scabs are dry	When fever has subsided	3 full days after symptoms started	48 hours after the last episode	5 days after start of illness	4 days after rash appears
Mumps	Impetigo	Scarlet Fever	Whooping cough	Headlice	Slapped Cheek
5 days after swelling appears	When scabs are dry	24 hours after starting antibiotics	5 days after starting antibiotics	No need to stay out <i>*please notify the school</i>	No need to stay out <i>*please notify the school</i>
Hand, foot and mouth	Conjunctivitis	Threadworms	Nasal symptoms alone	Cough alone	Nasal symptoms and cough
No need to stay out <i>*please notify the school</i>	No need to stay out <i>*please notify the school</i>	No need to stay out <i>*please notify the school</i>	No need to stay out	No need to stay out	5 days after start of illness