

Coill Dubh N.S.
Coill Dubh
Naas
Co. Kildare
Phone: (045) 860023
Fax: (045) 860023



S.N. Coill Dubh
Coill Dubh
Nás na Ríogh
Co. Chill Dara
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School Attendance Policy

Introduction

This policy was formulated on May 6th 2009 by the staff of Coill Dubh N.S

We at Coill Dubh N.S are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. We feel it necessary to have strategies and measures to encourage regular attendance in our school. Quite simply, children cannot learn if they are not in school. The following strategies have been put in place to help foster an appreciation of learning and good attendance:

1. If pupils need to leave early a sign out form is necessary thus tracking pupils who take a lot of half days.
2. Parents are contacted by the class teacher (or principal in extreme cases) if they are concerned about the number of days a child is absent.
3. As stated in the Code of Discipline parents are expected to write notifying the teacher of the reason for a child's absence within three days of the child's return. The secretary notes the reason for the absence on an attendance sheet.
4. Attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school by post as soon as we receive written notification of transfer.
5. Attendance, behaviour and academic records of children who transfer into Coill Dubh N.S. will be sought directly from the previous school.
6. When a child has been absent for 20 days the school notify the National Educational Welfare Board.

Record Keeping

- Attendance Records are kept in the Roll Book and digitally using the Data Biz pupil monitoring system. .
- Each Class Teacher is responsible for recording attendance.
- Parents are notified if their child has missed 20 days cumulatively. Children who play truant are reported to Educational Welfare Officer and a note is taken whether absences are due to sickness, family events or holiday purposes etc.

Encouraging Attendance

1. School Calendar is circulated as early as possible to facilitate parents making holiday plans.
2. Punctuality is encouraged. (See Code of Discipline)
3. School reports will inform parents of their children's attendance.

Success Criteria

Improved attendance and punctuality can be seen by checking statistics in Leabhar Tinrimh.

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Date:

Dear Parents/Guardians,

I am writing to you regarding Deirdre's attendance at school. She has been absent for 20 days or more since the start of this school year.

As Deirdre has been absent through illness, the school will be reporting the absence in the normal way but will not be informing the National Educational Welfare Board that it is concerned about your child's educational welfare.

As Deirdre has been absent without explanation for a number of days, the school will be reporting the absence in the normal way and will be informing the National Educational Welfare Board that it is concerned about your child's educational welfare.

Under the law, every child must attend school regularly up to sixteen years of age or at least complete at least three years post primary education whichever comes later. When a child is absent, you as a parent must let the school know the reason for the absence every time. It is a school policy that you do this in writing.

If you wish to discuss Deirdre's attendance, please contact the school to arrange an appointment to meet with the class teacher as soon as possible.

Thank you for your co-operation in this matter.

Yours Sincerely

**Joe Leacy
School Principal**

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Date:

Dear Parents/Guardians,

Your daughter Deirdre has been absent on the following date(s) and a covering note by of explanation has not been supplied to the school.

Please remedy as soon as possible.

In accordance with the Education Welfare Act 200, when a child is absent from school, you as a parent must let the school know the reason for this absence every time. It is the school policy that you do this in writing.

Yours Sincerely

Joe Leacy
School Principal