



# Attendance Policy for Naas Community National School

## Introduction

In Naas Community National School, we aim to promote the good attendance and punctuality of our pupils. We began the review process in Term 3 of 23/24, prompted by our engagement with the DES National School Attendance campaign and a review of our data on school attendance.

## Aims

*In implementing this policy at Naas CNS, we aim to:*

1. Encourage pupils to attend school regularly and punctually.
2. Inform the school community of its role and responsibility as outlines in the Education (Welfare) Act, 2000.
3. Identify pupils who may be at risk of developing school attendance problems.
4. Ensure that the school has procedures in place to promote attendance/participation.
5. Develop, subject to resources, links between the school and the families of children who may be at risk of developing attendance problems.
6. Identify and remove insofar as is practicable, obstacles to school attendance

## Punctuality

**The school day begins at 9.15am for all pupils.** Pupils should arrive to school between 9.00 and 9.15am.

All pupils and teachers are expected to be on time. Any pupils arriving late to school must enter the school through front door. Each instance of late arrival will be recorded on Aladdin by the class teacher. At the end of each term, for any child who has amassed 10 'late days' a standardised punctuality letter will be sent home to parents / guardians. This letter details the total accumulated late minutes recorded for the year to date.

The principal, Mr. Ennis, is obliged under The Act, to report children who are persistently late to the Education and Welfare Board.

## School strategies for promoting good school attendance

The Board of Management of Naas CNS is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school, through our patron's programme and school ethos and values, will promote development of good self-concept and self-worth in the children.

- Supports for pupils, who have additional needs, are in place in accordance with Department of Education & Skills guidelines.
- Internal communication procedures are in place to inform teachers of any emerging / changing needs of the pupils.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and then the Deputy Principal / Principal. Pupils experiencing / at risk of experiencing chronic absenteeism, will be identified by the school. Guidance from the DES, TESS, Tusla and the Education and Welfare Officer will be consulted as appropriate, and in consultation with the parent(s) / guardian(s), relevant supports will be offered by the school
- The school calendar for the following school year will be supplied to parents towards the end of Term 3. Reminders of dates for school holidays and closures will be published each term. It is hoped that this approach will enable parents/guardians to plan family events around school closures, thus minimising the chances of non-attendances related to family holidays during the school term.

## Roles and responsibilities

### **Guidance for Parents**

Parents/guardians can **support and promote good school attendance** by:

- Ensuring children attend school regularly and on time.
- Notifying the school if their child(ren) cannot attend for any reason
- Recording on Aladdin when intending to collect a child early / arrive late.
- Working with the school and education welfare service to resolve any attendance problems / identify any barriers to attendance
- \*Refraining, if possible, from taking holidays during school time.
- Showing an interest in their children's school day and their children's homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc.), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.

*\*The school principal cannot authorise a child's absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.*

All incidences of pupils' absence are recorded on Aladdin. Reasons for absence should be recorded on Aladdin by a parent / guardian, as soon as is reasonably practicable. Should you not have access to Aladdin for any reason, you should contact reception via email (admin@naascns.ie).

### **Pupils**

Pupils, with the support of their parents / guardians, have a responsibility to attend school regularly and punctually.

### **School Principal**

*The School Principal will:*

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Send standardised letters to parents at the end of each term indicating when the child has missed 10 days or more of school.
- Insofar as is possible, support parents and families where there is a concern about attendance.
- Inform the Education Welfare Officer:
  - If a pupil is not attending school regularly.
  - When a pupil has been absent for 20 or more days during the course of a school year and/or their attendance level is of concern.
  - If a pupil has been suspended for a period of six or more days.
  - When a pupil's name is removed from the school register.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff

### **Class Teacher**

*The class teacher will:*

- Maintain Aladdin attendance / punctuality records in accordance with procedure.
- Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance and punctuality of any pupil.

### **Communication Systems**

*Aladdin Schools* is the Management Information System in use in Naas CNS. Pupil records, including attendance records, are recorded and stored there. Parents & guardians have access to this system via Aladdin Connect or can login via the desktop version of the site <https://www.aladdin.ie/signin/parent>

#### Communication with other Schools

When a child transfers from Naas CNS to another school, the school's records on attendance, academic progress etc will be forwarded on receipt of written notification of the transfer, in line with the current Data Protection guidelines.

When a child transfers into Naas CNS from another school, confirmation of transfer will be communicated to the child's previous school, and appropriate records sought.

Pupils transferring from Naas CNS to a post-primary school will have their records forwarded on receipt of confirmation of enrolment. See [www.ncca.ie/transfer](http://www.ncca.ie/transfer) for further details of Education Passport requirements. *Pupils may have the opportunity to visit some of the local post-primary schools as a class group (NCC & PHCC) prior to moving, as part of a wider of unit on work seeking to support children in their transition from primary to post-primary.*


### **Evaluation**

The success of an Attendance Policy is measured through

- Improved attendance levels

**Implementation / Ratification and Review.**

This policy was ratified by the Board of Management on 5/12 2024.

Signed:  (Chairperson)

Date: 5/12/2024