

School Attendance Policy

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

- Rewards in accordance with the Code of Behaviour.
- The Principal at the end of the school year issues certificates of good attendance.
- Homework passes, books and novelty items are among the rewards for good attendance.
- As stated in the Code of Behaviour, parents are expected to use the Absence Note in student's journal when notifying the teacher of the reason for a child's absence.
- The teacher notes the reason for the students absence, especially those that are at risk of developing school attendance problems and keeps the Absence Note for a period of one year.
- Teachers record attendance details in Roll Book and also online using the school database.
- Education Welfare Officer notified when the school has a concern about a child's attendance.

These are categorised as follows

- Irregular Absentee: 2/5 days absent in a 20-day period without a valid reason.
- Seriously Irregular Absentee: 6/10 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.

Appropriate contact will take place between the school and parents/guardians of these children.

- For irregular absenteeism, the teacher will inform the parents by letter of her/his concerns about the child and seek to meet the parents to discuss the matter.
- For seriously irregular absenteeism, the Principal will write to the parents inviting them to a meeting to discuss the problem.
- For chronic absenteeism the Principal will inform the Education Welfare Officer and notify the parents of this by letter.

Attendance, behaviour and academic records of children who transfer to another primary school will be forwarded to the Principal of the school by post as soon as written confirmation of this transfer is received.

Attendance, behaviour and academic records of children who transfer into Freastogail Muire N.S. will be sought directly from the previous school.

Attendance, behaviour and academic records of pupils transferring to secondary school will be sent to the school once enrolment has been confirmed.

