



Introductory Statement

This statement was formulated by the staff of Scoil Mocheallóg

Rationale

Scoil Mocheallóg decided to review its attendance because

- It is a requirement under Education Welfare Act 2000
- School needs to encourage pupils to be in attendance ..

Relationship to characteristic spirit of the school

- It is important that pupils reach their full potential at school and good attendance has an important part to play in this.
- Co-operation between staff, pupils and parents is important.
- The welfare of the pupils is important.

Aims

The school hopes to achieve the following by introducing this statement.

- To foster an appreciation of learning...
- To raise awareness of importance of school attendance ...
- To identify pupils at risk of school leaving early...
- To enhance the learning environment where children can make progress in all aspects of their development
- To promote positive attitudes to learning
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner that encourage pupils to attend school
- To comply with requirements under Education Welfare Act 2000/Guidelines form NEWB

Defining and Recording Non-Attendance

- A parent is obliged to cause a child between the ages of 6 and 16 to attend at "a national school or other suitable school" on each day that the school is open for instruction
- The act obliges the parents of an absent child to notify the principal of the cause of absence not later than the third day of absence" Notes or record of non attendance duly dated need to be kept) Schools must report certain non attendance matters to NEWB (i.e. pupils absent for 20 days or more or where a principal is concerned about a pupil's attendance)
- At parent teacher meetings the teachers communicate the non-attendance of pupils and the effects that it has on pupil learning to parents?

Whole school strategies to promote attendance may include these and/or others...

- The staff creates a safe and welcoming classroom where the pupils will feel safe.
- If the child is having any difficulties in school these are discussed with the family.
- We praise the pupils for good attendance and talk to pupils with poor attendance.
- Attendance at school is commented on in the end of year reports or at parent teacher meetings.

Procedures in relation to the Removal from Register/Transfer from another school

- The principal may only remove a pupil's name from a school register where they have been informed that the child has been enrolled in another school or when the Welfare Board notifies them that the child has been registered by it as in receipt of out-of-school education.
- Transfer to another school: Where parents remove a child from a school the principal is obliged to give them and the new school a certificate stating child's record of attendance and absences in the school, the last class the child attended, and any other relevant information pertaining to the education of the child.
- Transfer from another school: The principal of the current school must notify the principal of the child's last school attended that the child is now registered in their school "as soon as may be". When a principal receives notification that a child has been registered elsewhere he/she must notify the principal of the pupil's new school of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate.

Annual Report

- Scoil Mocheallóg will complete all forms those during the year and at the end of the year and forward them to the National Education Welfare Board.

Success Criteria

- Increase in attendance levels check rolls, registers etc.
- Good attendance
- Parents and teachers satisfied with attendances and positive feedback.

Roles and Responsibilities

- The class teacher the Resource and Learning Support teachers have particular responsibility.
- The principal plays an important role in communicating with the various groups and being aware of the level of attendance in the school.
- Pupils and parents can encourage each other and talk about the importance of school.
- In difficult situations NEPS and HSE may be involved.
- Education Welfare board.
- Board of Management

Ratified by the B.O.M. of Scoil Mocheallóg on 13/01/2014

Signature of Chairperson: Rev William Fitzmaurice.