



ATTENDANCE POLICY

Sapientia et Virtute With Wisdom and Courage

Attendance Policy

This Policy/Statement of Strategy was ratified by the Board of Directors	Date
This Policy will be reviewed in:	
This policy was reviewed by:	



Attendance and Punctuality Policy

Statement of Strategy for School Attendance and Punctuality (Statement of Intent)

This strategy applies to the students, staff and parent(s)/guardian(s) of Regina Mundi College and relates to all aspects of school attendance and punctuality. This strategy was drawn up in consultation with all school partners, including the Board of Directors, staff, parents and students.

Legislative Context

Under legislation every child must attend school regularly up to sixteen years of age or complete at least three years education in post primary school; whichever comes later. The National Educational Welfare Board (NEWB) was established to support school attendance and follow up on children who are not attending school regularly. Parent(s)/guardian(s) must notify the school if their child is absent and the reason why. It is school policy that explanations must be given in writing. The school is obliged to notify the NEWB if a child is absent for 20 days or more or where the absence gives rise for concern. This is outlined below:

The Education (Welfare) Act 2000, Section 18:

Where a child is absent from the school at which he or she is registered during part of the school day, or for a school day or more than a school day, the parent of such a child shall, in accordance with procedures specified in the Code of Behaviour, prepared by the school under Section 23, notify the Principal of the school of the reasons for the child's absence.

The Education (Welfare) Act 2000, (4):

The Principal of the school concerned shall inform, by notice of writing to the Educational Welfare Officer,

- I. If A student is suspended from a recognised school for a period of not less than 6 days
- II. The aggregate number of school days on which a student is absent from a recognised school during a school year is not less than 20 days

Vision and Values

Regina Mundi College is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

One of our principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all of our students and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Board of Directors, Principal and Staff in partnership with parents have a duty to promote full attendance at Regina Mundi College.

Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts students at risk. We encourage all of our students to have 100% attendance.

It is the parents' responsibility to contact the school on the first day of their child's absence and everyday thereafter. This is a child protection issue so that all parties know that your child is safe. Upon return to school the student must present a note with reason of absence.

Students are expected to arrive to school by 8.40am ready to start the school day at 8.45am. All students that arrive late must report and sign in at the office where the reason for lateness is recorded. Students arriving after 9am must present a signed note from a Parent/Guardian stating the reason for lateness.

We run a 'First day' calling system, if your daughter is going to be absent from school, you must inform the school that day and on return to school your daughter must provide a signed note stating reason for absence and post it in the box at the school office.

A text will be sent home if your daughter is recorded as absent from school.

Attendance is a whole school approach and we will work with families to improve their daughter's attendance.

The Role of the School Staff

Recording student attendance is a legal requirement.

Ms Y Lucey has overall responsibility for attendance.

- Subject teachers are to complete the register by 9am every morning via Vsware
- A text will be sent that morning to the parent(s)/guardian(s) of any student that is recorded as absent
- Recording of attendance in each class period by the subject teacher

- Names to be given by the staff member running an activity to the office staff so that student absence can be recorded
- Recording of advance notice of absence via Vsware
- The staff member running an activity to record the list of students in advance of absence via Vsware
- On the day of the activity, the staff member to take a register and notify the school admin office of any absences
- Retention in school files of absence notes presented
- Carbon facility in Student Journal so that student and parent(s)/guardian(s) retain a copy of each note
- Daily monitoring of punctuality (students arriving late must sign in at the office and receive a stamp in their journal)
- Designated page in Student Journal for late stamps so that student, Parent(s)/Guardian(s), subject teachers, Class teacher and Year Head have a record of student's punctuality
- Promotion of regular attendance and good punctuality as part of a positive school culture
- Informal communication in line with positive school culture as the need arises
- Informing parents when concern arises
- Intervention by the Year Head when necessary
- Number of days' absence and number of late arrivals stated on Christmas and Summer student reports
- Principal informs parent(s)/guardian(s) in September, January and as the need arises that family holidays during term time are ill-advised and inhibit educational progress

Attendance will be monitored via Vsware using daily, weekly, termly and yearly reports

It is the responsibility of the Year Heads to monitor and follow up if necessary

- Attendance and lateness
- If no reason for absence has been provided, parents are contacted on the first day and each subsequent day of absence by text and or phone call

- Where there has been no communication, letters are sent to parents requesting reasons for absence
- To monitor student attendance and challenge poor attendance with students and families
- To ensure that cases where external intervention is needed are referred to the **Principal**

Lateness

At Regina Mundi College, the register is taken at 9am. Students arriving after this time must report to reception to sign in, stating the time they have arrived late and the reason for lateness. Any student arriving after 9am must provide a note from their parent/carer explaining why they are late. If a note is not presented the lateness will be recorded as 'unexplained'.

Absence from School

The school cannot authorise any leave of absence unless it is for a medical reason or other exceptional circumstances. If no explanation is received, absences will not be authorised.

The following reasons are some examples of absence that will **not** be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/Family celebration
- Shopping trip

If you are in doubt if your child is too unwell to attend school, you should contact the school office and ask to speak to your child's Yr Head.

Medical and Dental Appointments

Medical and dental appointments should be avoided during the school day where possible. However, if appointments are during the school day then the student should only be absent for the appointment itself and the journey to and from.

If the student is to be absent for the day, an appointment letter should be given to the school prior to the visit.

A student will be marked absent unless pre-approved by the school or in emergency situations.

Leave of Absence/Holiday

Each Absence/Holiday request will be looked at on an individual basis.

Regina Mundi College aims for 100% attendance for all our students. Attendance is a whole school approach and we will work with all agencies to achieve this.

- **This policy is in place for ALL students**