

ATTENDANCE

The Education Welfare Act 2000 promotes school attendance and Section 17 of the legislation states that it is a statutory obligation on parents to ensure their child attends a recognised school once registered in the school. Furthermore, where a child is absent from the school, the parent is required under the Act to notify the Principal of the school of the reason for the child's absence. The Act states that the relevant authorities will be informed of pupils who have been absent for twenty school days or more (this includes illness, holidays outside school holidays etc.) Children deemed at risk will be registered with the National Educational Welfare on-line and their attendance regularly recorded.

Encouraging Good Attendance:

Parents will be reminded of the importance of punctuality and regular attendance in school. Parents will be discouraged from taking holidays during school time and it was agreed that work would not be sent home with children, to do while they are on holiday. Teachers should not do anything to facilitate parents taking children on holidays during school time.

Role of Parents:

- The parent of a child shall cause the child concerned to attend a recognised school on each school day
- Where a child is absent from the school where s/he is registered, the parent of the child is required under the Act to notify the school of the reason for the child's absence. Letters from parents concerning illness and doctor's certificates will be kept on file in the school for one year. If a child has missed more than 20 days notes relating to that child will be given by the class teacher to the principal at the end of the school year. Written permission from a parent is necessary for a pupil to leave the school for any reason during school hours. In that case the pupil must be collected at the main door.

Role of the Principal:

- To inform the relevant authorities in writing, where a student is absent in excess of twenty school days in a school year, where a student is suspended for a period in excess of 6 school days, where a student's name is removed from the register or where, in the opinion of the Principal the student is not attending regularly.
- Informs the Board of Management of school attendance
- Communicates to a school, to which a student is transferring any problem relating to school attendance and other appropriate matters relating to the child's educational progress.