

Attendance Policy

There is a very strong tradition of good attendance in Saplings Special School, Goresbridge, Co. Kilkenny. However, the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular punctual attendance at school. The following strategies have been put in place to help foster an appreciation of learning and good attendance;

- The class teacher sends home an attendance record at the end of every month which will be signed by parent and returned to school (See Appendix A)
- As stated in the Sickness policy, parents are expected to write a note/letter notifying the teacher of the reason for a child's absence within three days of the child's return (See Appendix B)
- The teacher notes the reason for the absence, especially those that are at risk of developing school attendance problems.

These are categorised as follows;

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

Transitions

Attendance, behaviour and academic records of children who transfer to another primary school will be forwarded to the Principal of the school by post on request as soon as written confirmation of this transfer is received. Attendance, behaviour and academic records of children who transfer into Saplings Special School, Goresbridge, Co. Kilkenny 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 the enrolment has been confirmed.

This **Attendance policy** was ratified by the Board of Management, Saplings, Goresbridge on **7th October 2024** It is due for review annually and will be communicated to all stakeholders via agreed minutes and class dojo. The whole school community will be informed that the policy can be emailed on request. A copy of the policy is included in the school plan and the staff policy folder.

Signed by Principal.....

Signed by Chairperson of the Board.....

Date.....

References:

Education (Welfare) Act 2000: III; 22.1

Education (Welfare) Act 2000: III; 21.4

Education (Welfare) Act 2000: III; 20.5

Education (Welfare) Act 2000: III; 20.5

Education (Welfare) Act 2000: III; 20.3

Education (Welfare) Act 2000: III;22.5

“Empty Desk”, C.D.U. Mary Immaculate College