



Attendance Policy of Moate Community School

This policy is rooted in the Mission Statement and aims of the school, fostering partnership between parents, teachers and the community in the interest of children's learning. All members of the school community will be treated with respect and compassion irrespective of social, racial, sexual or ethnic background.

Rationale

Regular attendance by pupils at school is key to educational attainment and success and must be actively encouraged within the school environment. Our school aims to foster a culture of regular attendance at school for all pupils – furthermore we seek to identify and support those pupils who are experiencing problems with attendance at school. Formal and informal structures are in place in our school to monitor, report and evaluate patterns of non-attendance amongst pupils. The provisions of the Education Welfare Act (2002) inform and support the policy on attendance.

Aims and Objectives

The school policy is geared towards.

- Encouraging full attendance where possible
- Identifying pupils at risk
- Raising awareness of the importance of school attendance
- Fostering an appreciation of learning

The Education Welfare Act 2000

Under the terms of the Education Welfare Act 2000 (amended by the Child and Family Agency Act 2013) schools are obliged to:

- Maintain a record of students attending school
- Record school attendance and notify the relevant Educational Welfare Officer of particular problems relating to attendance
- Support students with difficulties in attending school on a regular basis
- Prepare and implement a school attendance strategy to encourage, in a positive way, regular school attendance and an appreciation of learning within the school
- Prepare and implement a code of behaviour, setting standards of behaviour and disciplinary procedures for the school.
- Liaise with other schools and relevant bodies on school attendance issues

All absences of more than 20 days are reported by the School Principal to the Parent

Implementation of Policy

1. An attendance record will be taken during the first period each morning and recorded electronically - notes for absences are required and will be retained by Tutors. Failure to submit notes may require contact with parents.



2. Students who arrive late to school must report to the office and sign in. A 'Late' stamp will be issued in the Journal.
3. Any student leaving the school must sign out, and have their note countersigned. A 'signed out' stamp will be issued in the Journal and the student must be collected by a parent/guardian.

All teachers must check the attendance record during the day and report any irregularities to the office.

Attendance will be monitored by a special duty teacher and spot checks on attendance will take place. In cases where a pupil has accumulated absences of 15 days in a school year, a letter will be sent to parents:

- (a) Alerting them of the accumulated absences
- (b) Informing parents that the child may be brought to the attention of The Child and Family Agency (TULSA) under the 20 days absence rule.

The letter is intended to highlight the issue for parents and to impress upon them the need to keep all absences to a minimum. The school will do everything in its power to encourage good attendance by all pupils.

The school will provide excellent facilities (including canteen facilities, computer labs, laboratories, pastoral care system, student council, extra curricular activities). The school will also encourage students to participate in the life of the school. (e.g. lunchtime activities, various clubs, tours, games, musicals, competitions, etc.). The school will also work towards ensuring a happy school environment exists so that students will look forward to attending school. Teachers will be encouraged to praise students wherever possible and the school will also facilitate this through Newsletters, Assemblies, Yearbook, Well Done Cards, Positive stamps in Journals, Honour Boards, amongst others.

MONITORING PROCEDURES

The Principal/Deputy Principals will monitor this policy

SUCCESS CRITERIA

The success of this policy will be evidenced by an improved attendance record of students.

REVIEW PROCEDURES

The Board of Management / Trustees and a representative group of the teaching staff will review the policy on an annual basis. Next review due 2017/2018