

School Attendance Policy

There is a very strong tradition of good attendance in Setanta School. 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. Quite simply, pupils cannot learn if they are not in school. The following strategies have been put in place to help foster an appreciation of learning and good attendance;

- Rewards in accordance with the Code of Behaviour
- The class teacher at the end of the school year issues certificates of good attendance
- As stated in the Code of Behaviour, parents are expected to write a note/letter notifying the teacher of the reason for a child's absence within three days of the pupil's return
- The teacher notes the reason for the students 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
- Seriously 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 pupils;

- For irregular absenteeism, the teacher will inform the parents by letter of her/his concerns about the pupils 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

1. Attendance, behaviour and academic records of pupils who transfer to another primary school will be forwarded to the Principal of the school by post as soon as written confirmation of this transfer is received.

2. Attendance, behaviour and academic records of pupils who transfer into [School Name] will be sought directly from the previous school.

3. Attendance, behaviour and Academic records of pupils transferring to secondary school will be sent to the school once enrolment has been confirmed.

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 Desks", C.D.U. Mary Immaculate College