

Glanmire Community College

Draft Attendance Policy May 2020

Introduction

Consistent attendance is one of the most important indicators of school success. Students who attend school regularly improve their chances of being academically successful. The GCC Attendance Policy aims to outline the structures and processes the school implements to encourage high levels of participation and engagement in school. This policy supports our school mission statement with its emphasis on a safe, caring and inclusive school environment.

This policy aims to:

- Encourage full attendance where possible
- Identify pupils at risk of poor attendance patterns
- Promote a positive learning environment
- Raise awareness of the importance of school attendance
- Use a data informed approach to monitoring attendance and attendance trends

Roles and Responsibilities

All staff, students and parents have an important input into the successful implementation of this policy. Attendance is recorded through the school's management information system VSware. Subject teachers and Class teachers record attendance daily and where necessary identify individual patterns of attendance. These patterns are discussed with the Year Head and School Attendance Officer who makes referrals and returns to N.E.W.B.

Recording

- All data relating to attendance is recorded on VSware.
- Students are expected to attend the College for the full day on all official school days.
- The college day officially commences with student registration at 8.50am and ends at 3.50pm on Monday to Thursday. On Friday school commences at 8.50am until 1.00pm. All students are requested to be in their classrooms for registration at 8.45am.
- Individual student attendance is recorded each morning at registration by the Class teacher and at each subsequent class throughout the school day by the Subject teacher.
- If a pupil is absent from school, a signed note from their Parent/ Guardian must be placed in the Attendance Record section of the Student Journal and presented to the Class Teacher on return to school.
- If a Class Teacher is in any doubt about the authenticity of the note, parents/guardians can be contacted by telephone for verification.

- In the case where a note explaining absence is not received, Class Teacher should send relevant reminder to parents/guardians.
- In the case where there is a pattern of absences from the college, the Class Teacher must discuss this with parents/guardians and report to the School Attendance Officer where appropriate.
- If a student is absent, parents/guardians are asked to notify the school by telephone.
- Class Teachers / Year Heads and Attendance Officer will try to identify causes of absenteeism and develop measures for its prevention.
- While the main point of contact for students following a period of absence is the Class teacher, Subject teachers must continually remain vigilant regarding students' patterns of absence.
- We should help our students to be proud of a good attendance record. Regular unbroken attendance records should be recognised by issuing Certificate of Attendance annually.
- Parents are made aware of the requirements of the NEWB particularly the requirement the formally notify the NEWB of any student who is absence more than 20 days per school year.

School Strategies

Traditionally, school attendance is strong in our school but we must remain vigilant so that students at risk are identified early. Risk students can be categorised as those who miss more than 5 days in a 20-day period without an accompanying note of explanation from parents/guardians. Appropriate contact takes place between school and parent/guardians either via text, letter or note in the homework journal when this occurs. A meeting between parents and Year Head may be set up if deemed necessary. If no improvement in the pattern of attendance is observed a meeting with the Deputy Principal or Principal may be required. As stated absences of more than 20 days are automatically referred to the Education Welfare Officer.

The NEWB is furnished with the total attendances in the school year through the Annual Report Form that is completed on-line or sent by post. The School Attendance Officer ensures completion and return of this and all data related to attendance.

Policy Ratification

Ratified by the Board of Management on:

Signed:

(Chairperson, Board of Management)

Date:

Review Year: