



School Attendance Policy

There is a very strong tradition of excellent pupil attendance in Nun's Cross 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 and punctual attendance at school. Quite simply, children cannot learn if they are not in school. The following strategies have been put in place to foster an appreciation of learning and good attendance:

1. As outlined in the Junior School Regulations, parents are expected to write notifying the teacher/Principal of the reason for a pupil's absence. All absences from school must be explained by letter or by a note in the Journal. The teacher notes the reason for the absence and letters/notes are placed on the pupil's file.
2. All teachers have an input into the implementation of the policy. Class teacher records individual patterns of attendance, and the Principal and Sandra, our secretary, make returns to the National Educational Welfare Board.
3. Attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school by post as soon as we receive written notification of the transfer. Psychological reports may only be transferred from this school to another when requested by parents in writing.
4. Attendance, behaviour and academic records of children who transfer into Nun's Cross School will be sought directly from their previous school.
5. Attendance, behaviour and academic records of pupils transferring to Secondary School will be sent to the school, if requested, once enrolment has been confirmed.
6. Attendance records are retained until the child reaches the age of 21, after which the records will be destroyed.

School Strategies:

- Traditionally, school attendance is strong in our school and has not been adversely affected by social changes. However, staff remain vigilant so that at risk students are identified early. At 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 parents/guardians via either letter or note in the homework Journal when this occurs. A meeting between parents and Principal may be set up if deemed necessary. Absences of more than 20 days per year are automatically referred to the Education Welfare Officer.

Promoting Attendance:

The school promotes good attendance by:

- Creating a safe and welcoming environment
- Ensuring children are happy
- Displaying kindness, compassion and understanding
- Being vigilant in seeking to identify and where possible deal with risks to good attendance.

Review date:

June 2016

Signed: _____ Chairman of the Board of
Management

Date: _____