

Attendance Policy

Purpose

The Board of Trustees are required by Part 3 of the Education Act 1989 and amendments to ensure the enrolment and attendance of students at our schools. Students are required to attend school whenever schools are open. Regular attendance enhances students' learning and is essential for their attainment of academic, cultural and social goals.

- 1) To ensure as a school we take responsibility for the attendance of students in our school.
- 2) To ensure that all requirements in the Act pertaining to enrolments and attendance are met by the Board of Trustees i.e. Section 25.
- 3) To ensure that students and parents/caregivers are aware of the benefits of regular attendance at school.
- 4) To ensure that every student is given the opportunity to attend school regularly.
- 5) To ensure that every student who is unavoidably absent from school is given support by staff (where appropriate), and by parents/caregivers.
- 6) To ensure that every absence of a student is explained. An answer phone is available after hours and there is a cell phone app option for sending notifications
- 7) To ensure a consistent approach to attendance/truancy procedures is followed.
- 8) Attendance is recorded electronically
- 9) If a child is absent for more than 10 days a notice is sent home. A follow up after 15 days with warning of involvement of Truancy Officers
- 10) If a child is absent for more than 20 days without acceptable reason given, they will be withdrawn and a notification to NETS (non enrolment with MOE).

Procedures

- 1) All responsible steps are taken to enrol children in our area into our school.
- 2) All reasonable steps are taken to ensure the attendance of all students. Parents/caregivers are informed of the school's requirements in relation to absence.
- 3) To encourage regular attendance, staff take all reasonable steps to ensure that school programmes are designed to meet the needs of students.
- 4) Staff take all reasonable steps to ensure that students who are unavoidably absent from school are provided with work when appropriate.
- 5) Attendance at school is monitored daily and marked on attendance registers according to established guidelines for electronic registers
- 6) Staff attempt to find the reason for a student's absence as soon as possible.
- 7) If an absence of 3 consecutive days is not notified, then non attendance procedures will be initiated.