

Telephone (023) 8849890

Website: [www.kilbrittenns.com](http://www.kilbrittenns.com)

Email: [info@kilbrittenns.com](mailto:info@kilbrittenns.com)



Kilbritten N.S.  
Kilbritten  
Co. Cork.

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## **School Attendance Policy**

There is a very strong tradition of good attendance in Kilbritten N.S. 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, children 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.

The aim of the attendance policy in Kilbritten N.S. is to:

- Encourage pupils to attend school regularly and punctually
- Inform the school community of its role and responsibility as outlined in the Education (Welfare) Act, 2000
- Identify pupils who may be at risk of developing school attendance issues.

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently through POD and Aladdin
- Pupils attendance is recorded daily through Aladdin.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupils attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:  
The Board of Management  
The National Education Welfare Board  
TUSLA  
Pupils with very good /excellent attendance are acknowledged at the end of each term.

### **Punctuality:**

School is open from 9.20 a.m. and children are required to be in their classrooms not later than 9.30 a.m. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils been consistently late. The Principal is obliged under The Education (Welfare) Act 2000, to report children who are absent 20 days or more to Tusla.

The school operates a sign in/out system through the school app. Children must be accompanied by parent/guardian / nominated individual when leaving school during school hours.

Appropriate contact as outlined below will take place between the school and parents/ guardians of these children.

For chronic absenteeism the Principal will inform the Education Welfare Officer and notify parents of this by letter.

### **Guidance for Parents:**

Section [(21) (9)] of the Act states that “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupil’s absences must be communicated in writing, through the app or by note by parents/guardians to the school and will be retained by the school. . If a child is absent, please inform the school at your earliest convenience so that the appropriate date and reason for absence can be recorded on the Aladdin system. These notes will form a record, which may be inspected by the Education Welfare Officer on a visit to the school.

### **Parents/guardians can promote good school attendance by:**

- Ensuring regular and punctual school attendance.
- Notifying the school if their children cannot attend for any reason.
- Working with the school and Education Welfare Service to resolve any attendance problems:

Discussing planned absences with the school.

Refraining if at all possible, from taking holidays during school time.

Informing the school in writing or through the app of the reasons for absence from school.

Ensuring, insofar as is possible, that children’s appointments (with dentists etc) are arranged for times outside of school hours.

Contacting the school immediately if they have concerns about absence or other school matters.

### **Pupils:**

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.

- Pupils are responsible for passing school correspondence to their parents, on the specified day.

**School Principal:**

The school principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.
- Inform the Education Welfare Officer/ Tusla :

(a) If a pupil is not attending school regularly.

(b) When a pupil has been absent for twenty days or more during the course of a school year.

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_