

ST PATRICK'S CATHOLIC SCHOOL
NAG 5 – HEALTH & SAFETY
ABSENCES

RATIONALE:

Regular and punctual attendance ensures consistency of all learning and educational programmes.

DEFINITIONS:

For the purposes of this policy:

- i) A justified absence
 - Sickness
 - Medical/dental appointments
 - Examinations
 - Sports/cultural representation
 - Family holidays where notice is given and arrangement made to continue learning programmes
 - Death of a family member or close friend
 - Special family celebrations

- ii) Unjustified absences
 - Truancy
 - Missed buses
 - Incorrect uniform
 - Unexplained holidays
 - Unreasonable absences
 - Repeated late nights
 - Lateness for school
 - No lunches

Policy on Student Attendance for a Primary School with eAR

1. The school will take pro-active steps to increase student attendance. The Principal will report to the Board of Trustees and include attendance figures in their report.
2. Student attendance will be recorded in Attendance Registers (E19/1) two times a day through the School's Student Management System; together with the reason for any absence.

A. Children

1. Where children have regular unjustified absences, e-tap (SMS) will alert the school office via email for a 10, 20 or 30 non continuous half days absent. This notification will be emailed to the Principal and the Class Teacher.
2. For continuous absence a computer generated letter from the SMS will be sent to the family with a request to contact the Class Teacher or the Principal.
3. In the event of continued unjustified absences, the District Truancy officer will be informed.

4. Teachers are to mark the roll in the 'Attendance Register' in e-tap by 9.15am each morning. Any unknown absences are to be marked with a '?'.
5. Parents/caregivers are to phone the school office before 9am each morning stating their child's absence and the reason for it. The office checks the 'status' of absences by 9.30am and will phone parents/caregivers of any unknown absences shown. All unknown absences are then marked with a reason code and comments are made in the area provided. If the office is unable to reach a parent/caregiver by the time the afternoon roll is to be done, they will be marked as truant or as an unjustified absence.
6. Teachers will notify the School Truancy Officer (D.P.) if they notice a student with regular or continuing absences.
7. Dental or medical appointments should be notified in advance to the class teacher. Where possible they should be made out of school hours.
8. The Principal/BOT may require a sick leave certificate for absences exceeding 3 days or on every absence where a regular pattern of medical absence is occurring.

B. Staff

1. All staff should notify the Principal, or syndicate teacher, as soon as possible of their possible non-attendance.
2. Where possible, staff will organise their own relievers.
3. Appointments should be made out of school hours or negotiated.
4. Requests for staff leave: ref NAG 3 - Personnel - Staff Leave

Prepared: April 1997

Revised: November 1999 / November 2003 / July 2009

Board of Trustee Approved:

Signed : _____
Chairperson