



Ardscoil na Tríonóide

Attendance and Punctuality Policy

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Introduction

Árdscoil na Tríonóide is a Catholic Voluntary Secondary School resulting from the amalgamation of Scoil Eoin, Christian Brothers Secondary School and Scoil Mhuire Mercy Secondary School.

Árdscoil na Tríonóide is under the trusteeship of CEIST (Catholic Education – an Irish Schools Trust). This school is inspired by the educational vision of the Venerable Catherine McAuley and Blessed Edmund Ignatius Rice.

The central purpose of the Árdscoil na Tríonóide school community is the religious, moral, intellectual, physical and social education of the student and we seek to create an atmosphere of Christian care and concern in which the student can grow to maturity and strive towards excellence in all respects. The school fully subscribes to the principles of partnership, accountability, transparency, inclusion, and respect for diversity, parental choice and equality.

Árdscoil na Tríonóide advocates, and will develop, a strong sense of social justice. It is intended that the experience of education in this school will be happy and creative with every participant fulfilling their own potential in a safe and caring environment.

Árdscoil na Tríonóide is a Health Promoting School and is cognisant of the central role the school plays in supporting and promoting students' learning about wellbeing and for wellbeing. (Guidelines for Wellbeing in Junior Cycle 2017)

In Árdscoil na Tríonóide we endeavour to provide learning opportunities to enhance the physical, mental, emotional and social wellbeing of students. This enables students to build life skills and develop a strong sense of connectedness to their school and to their community.

Árdscoil na Tríonóide also takes into account the Children First Act, 2015, the updated Children First: National Guidance for the Protection and Welfare of Children published in 2017 and the Child Protection Procedures for Primary and Post-Primary Schools 2017 published by the Department of Education and Skills.

The trustees of Árdscoil na Tríonóide are committed to the successful implementation of education legislation, in particular the Education Act (1998), the Education (Welfare) Act 2000, the Equal Status Act 2000 and the Education for Persons with Special Educational Needs Act 2004.

Árdscoil na Tríonóide is grant aided by the Department of Education and Science. In addition, it receives extra funds from various fundraising activities.

This policy is put in place to ensure full participation of every pupil in school life. It is consistent with the Mission Statement of the school which encourages each participant in the school community to 'strive for academic excellence' and 'to fulfil his/ her potential'.

Regular and punctual attendance has been proven to have a positive impact on academic attainment. Our targets are to have 100% attendance and 0% lateness from all our pupils. In aiming for this we are seeking to maximise the learning of each student and ensure the minimum disruption to classes.

To achieve these aims we would ask you to note the following:

- (a) When a pupil is absent from school, a text message will be sent to the parent/guardian.
- (b) When a pupil is absent from school, the school must be informed of the reason for this absence as soon as possible. This may be done by handing in a note on the pupil's return to school. Forms for completion can be found at the back of the journal. This should be done not later than two days after the child's return to school.
- (c) Please note that pupils who are absent 20 or more days in the year must be reported to TUSLA (Child and Family Agency).
- (d) For reasons of their own safety, pupils are not permitted to leave school during school hours without prior permission from the school authorities. Appointments with dentists, opticians, doctors etc. should be made outside of class time. Where this is unavoidable, the school should be notified and permission sought in advance. Pupils leaving school during the school day will be required to enter the relevant details in a book in the Secretary's office on leaving and returning to the school. Failure to sign in/out will result in detention.
- (e) Parents/Guardians should note that PE classes are obligatory for junior students. Pupils will only be excused from PE on medical grounds.
- (f) We would ask Parents/Guardians to ensure that pupils arrive in school with sufficient time to organise books etc. and be in class at 8.55 am and 2.00 pm. Arriving late to school or class disrupts teaching and learning and cannot be tolerated. Please refer to Punctuality Policy at the front of the Journal.
- (g) In order to encourage full attendance, pupils who attend school every day for a full year will receive certificates.

Attendance at school is governed by the Education Welfare Act 2000, Sections 17 and 18.

We ask for full co-operation on all these matters in order to ensure that each student derives maximum benefit from his/her time in Árdcoil Na Tríonóide.

A number of initiatives have been put in place to encourage good attendance and punctuality:

- A) Prizes are awarded annually for Attendance
- B) Tutors regularly remind students of the need to be in class and to be on time
- C) The school policy in relation to these issues are reviewed regularly
- D) The Student Diary is designed to assist parents and pupils to deal with absences and lateness easily and efficiently.
- E) Parents are regularly advised of the issues
- F) E-PORTAL is used to keep records

Unexplained absences, poor attendance and poor time-keeping undermines the stated aims of the school and, as such, these issues are viewed with the utmost seriousness by the school authorities.

The following procedures are in place to ensure good attendance and punctuality.

Procedures for Absences:

Roll call is taken by the class teacher, using E-PORTAL, at 8.55am and 2pm.

A student who is absent at the end of the first period of class in the morning /afternoon is recorded as absent and a text message is sent home.

When a student has been absent from school a WRITTEN EXPLANATION, covering the period of absence must be furnished to the school authorities .This written explanation must be signed by a parent or guardian. Space is allocated in the STUDENT DIARY for the written explanations.

When the student returns to school, the WRITTEN EXPLANATION must be presented to the head/ principal or deputy principal for signing. It must be then put into the notes box in the front office.

The Role of the Attendance Officer

The Attendance Officer will collect all written explanations for absences.

The Officer will have a list of unexplained absences every morning.

As students present with written explanations, the list will be amended.

The Officer will stamp the Student Diary to record receipt of the explanation.

The amended list will then be returned to the school office.

The outstanding unexplained absences will then be compared to the attendance data of the day by the Principal/Deputy Principal.

Students who are shown to be in attendance without furnishing a written explanation will be dealt with as per procedures above.

Outstanding absences will roll over to the following day's list.

Punctuality

Any student who presents for school after 9.35am is registered as ABSENT and will be dealt with as per procedures above.

The ATTENDANCE OFFICER will record late-comers and stamp the Student Diary with a LATE STAMP in the space provided at the front of the journal.

The Attendance officer will be available 8.55-9.35am and 2-2.40pm for the purpose of recording late-comers. Students are deemed late and will be asked to sign the "Late Register" once the second bell has gone.

Students who have reached two days being late will be given 30 minutes detention during lunchtime from 1.15 pm to 1.45 pm. Three days of lateness results in one hour detention on Friday afternoon.

If the student is already on detention for a subject teacher, the teacher's sanction takes priority and the student will complete outstanding detention on the following school day.

If a student presents late for first class in the morning or first class in the afternoon, the class teacher will send the student to the Attendance Officer and will be given lunch-time detention as outlined above.

Punctuality throughout the school day is strongly advised.

Persistent late arrival to class with adequate explanation is considered a serious discipline issue and will be dealt with as per Code of Behaviour.