

## ATTENDANCE POLICY – Brittas NS.

### Rationale:

- To comply with the regulations of the N.E.W.B.
- To monitor attendance
- To generate awareness among the parent body of the importance of regular school attendance.

### Role of the Parent

1. Parents are obliged to have their children engaged in full time education from 6 to 16 years of age.
2. If a child misses a full school day or part of a school day, parents must explain the reason for the absence in writing.
3. Children attending doctor or dental appointments are encouraged to do so after school times. Appointments during school hours must be explained in writing and a letter from a practitioner should be sought.

### Role of the School

1. Individual & class attendance are recorded on a daily basis in the class roll book.
2. Attendance is monitored on a monthly basis. Sanctions are not imposed on children for being absent from school.
3. A routine report is periodically forwarded to the National Educational Welfare Board with details of student attendance
4. Parents will be contacted when a child misses 15 days in any school year to remind them that the 20 day limit has almost been reached
5. If a child is absent for 20 or more days in a school year or if a poor attendance pattern exists the school must inform the National Educational Welfare Board.
6. Parents are informed in writing when a report is being made to the N.E.W.B.

### Role of the National Educational Welfare Board

1. If the Board feels that parents are neglecting their obligations regarding school attendance they may serve a “School Attendance Notice”.
2. Parents will be required to send the named child/children to school and failure to do so will incur a fine of €635 or one month in prison or both.
3. Parents will also be liable for a fine of €254 for every day the notice is broken or ignored.
4. The relevant Health Board will be informed if a parent is convicted.

### Rewards.

#### Rationale: To encourage children to come into school

1. Teachers have the option to reward children, for good attendance, effort to learn and good behaviour.
  2. Children with full attendance or less than three days missed at the end of a year will be awarded with a certificate.
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