

# **BOHERMORE N.S.**

## **Attendance Policy**

The National Educational Welfare Board, (EWB, now part of Túsła), requires all children to attend primary school from the age of six. However, Carlow Educate Together National School encourage all of its enrolled children to attend school every day whatever their age. The EWB also requires the school to report children who are frequently absent and this includes those that are under six years of age.

### **Rationale & Aims**

The aim of this policy is to ensure that all children come to a school which is a happy, safe and learning environment. When a child is absent or late for school, they miss out on both educational and social needs. It is also difficult for children, who are frequently absent, to maintain relationships and to attain in their education. By law, any child who misses 20 days must be reported to the EWB. All absences are recorded and sent to the EWB three times per annum.

### **Content of Policy**

1. Túsła and absenteeism
2. Structures in Place
3. What to do if your child is absent
4. Lateness and the Roll Book
5. Lateness after school

#### **1. Túsła and absenteeism**

Túsła is the board responsible for ensuring that all children in our school are being looked after. They work with our school to ensure that children are not neglected or abused. Absenteeism is one of the most common issues that the organisation deals with. The local officer in Carlow is Ann McCabe. Schools are responsible for reporting absenteeism through a web site, [www.schoolreturns.ie](http://www.schoolreturns.ie). When a child misses 20 school days, Túsła may become involved in investigating the cause.

In recent times, due to services being cut, not all cases of children missing 20 days or more are investigated by Túsła. The school must now prove that they have put a number of steps in place before making a referral. Please see section 6 for more information.

#### **2. Structures in Place**

##### **2.1 Structure of Recording Attendance**

Every day in school, children's attendance is recorded on our online roll book before 10:30am. This is an important document and, when transferred into the roll book, it can be used in legal cases.

#### 4.1 What to do if you know your child will be excessively late

If the child is going to be late for school, a phone call to 059-9137541 before 9:30am will be accepted and the child will not be marked absent in the roll book. Failure to produce the above will warrant the child being marked absent for the day.

#### 4.2 Planned Lateness

If a child has a morning appointment, e.g. doctor, dentist, etc., it is acceptable to write a note or simply tell the teacher of the appointment. In some cases, a certificate may be asked for. If you are collecting your child early you must sign the Late Arrivals/Early Collections book in Reception.

### 5. Lateness After School

School ends at 1:50pm for infants and 2:50pm for other classes in Bohernmore N.S. Being late to collect your child can cause undue stress for the child as well as inconvenience for the teacher. While teachers will in general act "in loco parentis", in unforeseen circumstances, continuing or excessive lateness may result in further action from the school. This may be in the form of contact with the Gardaí.

#### Implementation Date

This updated policy will be implemented in the school from 1st September 2020. It will be reviewed by the Board of Management within 4 years.

#### Ratification

This policy was implemented on 8<sup>th</sup> September 2020 and ratified by the Board of Management on the same date.

Signature Re. James Walker.

Chairperson of Board of Management

Bohernmore National School

Reviewed By: \_\_\_\_\_

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