

Bohermore National School

Attendance Policy & Staff Leave Types

PART 1: PUPIL ATTENDANCE POLICY

1. Introduction

Bohermore National School recognises the crucial link between regular school attendance and academic, social, and emotional development. We are committed to encouraging full attendance and working in partnership with families to ensure that all pupils attend school regularly.

2. Legal Framework

This policy is guided by:

- **The Education (Welfare) Act 2000**
- **The Education Act 1998**
- **TUSLA Guidelines** on School Attendance
- Department of Education Circulars

Under the Education (Welfare) Act, parents/guardians are legally required to ensure that their child attends school **every day** the school is open, unless there is a valid reason.

3. Objectives of the Policy

- To promote a positive culture of attendance.
- To identify and support pupils at risk of poor attendance.
- To ensure compliance with statutory obligations.

4. School Responsibilities

Bohermore National School will:

- Record and monitor daily attendance via **Aladdin** or other designated software.
- Contact parents/guardians in cases of unexplained absences.

- Report to **TUSLA** if:
 - A child is **absent for 20 days or more** in a school year (for any reason).
 - There are concerns about a child's attendance or welfare.

5. Parent/Guardian Responsibilities

Parents/guardians must:

- Ensure their child attends school every day, on time.
- Notify the school promptly of any absences and give the reason (e.g. via Aladdin, email, or note).
- Request permission in advance for planned absences (e.g. family events, travel).
- Work with the school if attendance issues arise.

6. Types of Absences

Absences are categorised as:

- **Explained/justified** (e.g. illness, medical appointments, bereavement)
- **Unexplained/unjustified** (e.g. no reason given)
- **Planned absences** (e.g. family holidays during term – these are *discouraged* and marked as **unexplained** unless exceptional)

7. Procedures for Monitoring

- **Class teachers** monitor patterns of attendance.
- The **Principal** reviews cumulative absences regularly.
- Parents/guardians will be contacted if attendance becomes a concern.
- **Attendance reports** are submitted to TUSLA three times a year or as required.

8. Strategies to Promote Attendance

- Positive school climate and engaging curriculum.
- Attendance awareness initiatives (e.g. certificates or recognition for good attendance).
- Early communication with parents where patterns of absence emerge.

9. Exceptional Circumstances

In cases of serious illness or family hardship, the school will work sensitively with families and support the pupil's reintegration. Medical documentation may be requested for long-term absences.

10. Review and Evaluation

This policy is reviewed every **two years** or earlier if legislation changes.

Signed: _____

Chairperson, Board of Management

Date: _____

PART 2: STAFF LEAVE TYPES (Teachers & SNAs)

Bohermore National School follows the Department of Education circulars in relation to **staff leave entitlements**, including paid and unpaid leave.

A. Short-Term Leave Types (All Staff)

Type of Leave	Entitlement	Circular Reference
Sick Leave	Up to 183 days in 4 years (depending on service)	0054/2019
Force Majeure	Up to 3 days in 12 months (urgent family crisis)	0035/2018
Family Illness Leave	Up to 5 days per year (non-critical)	0054/2019
Bereavement Leave	3–20 days depending on relationship	0054/2019
Marriage Leave	7 consecutive calendar days	0054/2019
Jury Service	Leave with pay	Legal Requirement
Paternity Leave	2 weeks within 6 months of birth	0053/2016
Maternity Leave	26 weeks paid + 16 weeks unpaid (optional)	0054/2019
Parental Leave	26 weeks per child (unpaid)	0054/2019
Adoptive Leave	Similar to maternity leave	0054/2019
Carer's Leave	Up to 2 years (unpaid)	0054/2019
Personal Days (Unpaid)	At discretion of BoM/Principal	School Policy

B. Career Breaks / Job-Sharing

Type	Notes
Career Break	Minimum 1 year, up to 5 years total. Applications via Principal to BoM. Circular 10/2004.
Job-Sharing	Teachers may share a full-time post. Annual applications. Circular 0054/2019.

C. Brief Absences for School Business

- Paid leave may be granted for:
 - School tours
 - In-service training
 - Professional development
 - Representation at DES/NCCA/union events

- BoM-approved work

D. Requesting Leave

All leave requests (excluding emergency) should be:

- Made in writing or via school leave form
- Submitted in advance (timing varies by leave type)
- Approved by the **Principal and/or Board of Management**

E. Recording and Substitution

- All staff leave is logged on **OLCS** (Online Claims System).
- Substitution will be arranged where appropriate and available.

F. Unauthorised Absence

Unauthorised absences or repeated short notice leave without valid reason may be addressed via disciplinary procedures.