



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Duiske College Attendance Policy

Mission Statement

As a community of learning, Duiske College promotes respect, fairness and honesty in a safe, caring, inclusive environment, which facilitates high quality teaching and learning. The personal development and dignity of each person is fostered. Students are challenged to aspire to excellence and to reach their potential in everything they do.

Rational

- Every school is required by law to have a policy.
- The law states that students should attend school every day.
- We need to have a policy so that we have a standardised response to non-attendance.
- We wish to fulfil the aims of our mission statement.
- In line with our Mission Statement, we recognise the importance of regular attendance at school by all students because regular attendance and educational achievement go hand in hand.
- It is only by attending school regularly that students can benefit fully from educational opportunities and reach their potential.
- We promote and encourage full attendance and we aim to create a culture of excellent attendance by rewarding students who achieve full attendance with an Attendance Award at the end of each school year.
- We support students who are frequently absent from school by meeting with them and we support their parents through phone calls, meetings, and home visits.

Goals

This policy aims:

- To promote independence, self-reliance and responsibility in relation to attendance.
- To foster and maintain a positive attitude towards full attendance from all students and their parents/ guardians.
- To engage with parent/guardians and the wider community in promoting regular attendance.

- To maximise and maintain attendance for the entire school day from all the students.
- To increase student confidence, self-esteem and overall sense of positive well being

Attendance Procedures.

These measures apply to all students irrespective of age.

- Roll call is taken by the Assistant Principal and five other class teachers every morning at 8.55am. If a student is absent for roll call the Assistant Principal alerts parents/guardians by text message before 9.40 a.m. asking them to explain absence.
- If a student is late for school they signs the Late Book at the staffroom and are entered on the roll by the Assistant Principal as being present.
- Students who are absent are responsible for bringing a note from a parent/guardian to the Assistant Principal on their return to school, explaining the reason for being absent if this has not already been done.
- Attendance in each class for the day is recorded by the class teacher into VSware.
- Students are not permitted to leave school during the school day without a request from the parent/guardian to the Principal or Deputy Principal or Assistant Principal. If a student leaves school without permission, it will be dealt with through the discipline procedures.
- If a student has permission to leave school at any time during the day, the students name will be entered in the notification section of vs ware and signed out of further classes. This information will be entered by the secretary and Deputy Principal.
- Roll call for the afternoon is taken by class teachers at 1.50 pm and entered the VSware system. VSware will then be checked by the Assistant Principal. If the student was present in the morning and now is absent without permission parents/guardians will be alerted by text message and asked to contact the office to explain. If this is repeated without explanation parents/ guardians will be contacted again.
- Attendance will be monitored by the Assistant Principal and when a student accumulates 5 day absenteeism parents will be notified via SMS and management will be notified.
- There will be monthly attendance meetings to discuss attendance issues
- Absenteeism will be assessed by the student support team and supports will be put in place where possible to assist the student/ parent according to their individual needs.
- Students who miss school for the purpose of school holidays will be informed by management that these days will count as days missed and will be included in their school attendance record.
- When a student accumulates 10 days absenteeism the Assistant Principal notifies management and letter will be sent from Assistant Principal and Deputy Principal. The Home School Liaison Coordinator will be

notified and may contact home.

- When a student accumulates 15 days absenteeism parent/guardians are requested to meet the Principal.
- Subsequently every effort will be made by the school to work with parent/guardians and students to put further supports /plans in place to improve attendance. A review will take place by the attendance team and school management.
- At 20 days the requirement is to contact the Educational Welfare Officer.
- Every effort will be made to engage with all parties to find a workable solution to improve attendance.
- Student attendance awards will be presented to the top five best attendance students in all year groups and presented during the annual school awards ceremony
- At various times during the year the HSCL and staff will run attendance competitions and challenges.