



Assumption Secondary School

Attendance Policy

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Our Mission Statement

We endeavour to educate young women in an inclusive, caring, Christian atmosphere of respect for self, others and the environment.

We value freedom, equality and security and strive to promote the growth of positive thinking, self-worth and justice.

We are committed to ensuring that all students benefit fully from the education provided in our school. To achieve this regular and punctual attendance is essential.

The Education Welfare Act 2000 places a statutory responsibility on schools and parents to provide for the optimum attendance of every student. Under the Act, Education Welfare Boards have been established to oversee school attendance nationwide. Education Welfare Officers liaise with the school in relation to any attendance problems which may emerge.

School Attendance Strategy:

A Positive Approach:

- Full attendance is promoted in the school through a culture of high expectation which encourages each student to take responsibility for her own learning
- Across the curriculum, students are made aware of the incremental nature of learning and the long term implications for them of irregular attendance
- Full attendance is promoted and encouraged by all staff.
- Excellent attendance is acknowledged and rewarded at our Christmas and end of year prize giving assemblies.
- Twice yearly reports to parents/guardians provide a record of attendance.

School:

- Each teacher is required to take their class roll and records attendance on VSWARE at the beginning of each class. This record of absence provides the information that is transferred to TUSLA, as required by the Education (Welfare) Act.

- Phone calls may be made by subject teachers / HSCL/ Year head / Deputy Principal / Principal to check / verify attendance.
- A record of days absent is given to Parents /Guardians on School reports at Christmas and at the end of the school year.
- Teachers have the opportunity at both Parent-Teacher meetings and on school reports to make reference to the lack of progress made by students due to absenteeism and / or poor punctuality.
- Year Heads will monitor absence notes and will liaise with parents/guardians in line with school procedure following absence for 5 days, 10 days, 15 days and 20 days. Meetings will be scheduled for noted periods of absence of 10 days or more.
- We hope to provide parents with access to their daughter's attendance records on VSWARE in the near future.

Parents/ Guardians:

- Parents/Guardians need to be mindful of the educational importance of full attendance when scheduling appointments or family events which may necessitate the withdrawal of a student from school.
- Parents/Guardians are responsible for providing a written explanation for all absences. These notes must be written in the Students Journal.
- Parents/Guardians must provide written notes in the Students Journal explaining reasons for lateness.
- Students will not be allowed leave the school for appointments *without written parental notification*.
- If Parents/Guardians are aware in advance that a student will be absent for any part of the school day they should notify the school.
- Notes to excuse students for appointments etc. during the school day must be signed by the Year Head before classes begin at 8.50am.
- Students with signed permission (as per above) to leave the school for any reason must sign the 'sign out sheet' in the office before they leave. If they are returning during the school day the student must sign in at the office.
- In the event of a student (TY, 5th & 6th Year only) taking ill during lunchtime while off the school premises the school must be notified immediately by a parent/guardian.

Students:

Students must adhere to the following:

- They must be in attendance at 8.40am and ready for class, at 8.50am.
- They must be in attendance in the school building at 1.30pm ready for afternoon class at 1.40pm.
- Submit to their Year Head a parental written explanation for absence on their return to school.
- Present notes from parents / guardians, explaining late arrival, to the school office.
- Students who arrive late in the morning will receive a late stamp in their journal. This will be recorded and given to their Year Head and sanctions will be imposed in line with the Code of Behaviour.

- Students leaving school without permission or not attending school without their parents/guardian's permission are a serious breach of our code of behaviour and sanctions will apply.
 - On occasion students may be absent from class due to school related activities. Such absences are sanctioned on the understanding that all homework is sourced and carried out. Students may be removed from such activities if they are having an adverse effect on their academic progress. The organising teacher will make the list of students attending the event / activity available to teaching staff.
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- Students who become ill during the course of the day should inform their Year Head.
 - Parents / Guardians will be contacted by the school.
 - Students are not permitted to contact home via mobile phone (see also Code of Behaviour).
 - In this case the student will only be allowed to go home when collected by Parent / Guardian.

Legal Requirements:

The Education Welfare Board will be contacted where any of the following occur:

- The aggregate number of days on which a student is absent from school during a school year is more than twenty.
- A student who is, in the opinion of the Principal, not attending school regularly.

The Policy is subject to review.

Ratified by the Board of Management on the 9th November 2022