



Scoil Chéile Chríost Rathmore NS

Rathmore, Naas, Co. Kildare. W91 VK46

Telephone: 045 862145

Roll Number: 01821v

Email: office@rathmorens.ie

Web: www.rathmorens.ie

Registered Charity Number: 20124151

Principal: Ms. Caitríona Lancaster

Deputy Principal: Mr. Shane Walsh

Attendance Strategy and Policy

The Board of Management of Scoil Chéile Chríost recognises that regular attendance and punctuality are fundamental to pupils' academic progress, personal development, and wellbeing. This policy is formulated in accordance with the Education (Welfare) Act 2000, Tusla / Educational Welfare Services (EWS) Guidelines, the Every School Day Counts initiative, and current Department of Youth Attendance Grant requirements.

Aims of the Attendance Policy

The aims of the Attendance Policy in Scoil Chéile Chríost, Rathmore National School are to:

1. Encourage pupils to attend school regularly and punctually.
2. Share responsibility for the promotion of attendance among the whole school community.
3. Inform the school community of its roles and responsibilities as outlined in the Education (Welfare) Act 2000.
4. Identify pupils who may be at risk of developing school attendance or punctuality difficulties.
5. Ensure that effective procedures are in place to promote attendance and participation.
6. Develop, subject to available resources, supportive links between the school and families of pupils at risk of poor attendance.
7. Identify and, insofar as is practicable, remove barriers to regular school attendance.

Whole-School Approach to Attendance

(Every School Day Counts/Anseo)

The school adopts a preventative, supportive, and whole-school approach to attendance and punctuality. In line with national guidance, an Attendance Focus Group operates within the school.

The Attendance Focus Group will:

- Monitor and analyse attendance and punctuality data on an ongoing basis
- Identify pupils experiencing attendance difficulties or habitual lateness
- Plan, implement, and review whole-school and targeted strategies
- Work collaboratively with parents/guardians and individual families

- Devise practical supports and strategies to improve attendance
- Seek parental feedback through surveys and consultation
- Work closely with the Parents' Association to promote positive attendance practices

School Procedures

The school will ensure that:

- The importance of attendance and punctuality is actively promoted throughout the school
- Attendance is recorded accurately and efficiently using the Aladdin system
- Pupil attendance is taken daily at 9.30am on Aladdin
- Parents/guardians are contacted by text via Aladdin at 9.40am if a pupil is absent
- Pupil attendance and lateness are monitored on an ongoing basis
- Late arrivals are marked as present but late, with minutes recorded
- Early collections and late collections are recorded on Aladdin
- Attendance reports are made available, as appropriate to:
 - Tusla Educational Welfare Services
 - The Educational Welfare Officer (EWO)
 - The Board of Management

Punctuality

The school day begins at 9.00am. School opens at 8.45am, and pupils are required to be in their class lines/rooms no later than 9.00am. All pupils and staff are expected to be punctual.

- Consistent lateness is monitored by the Attendance Focus Group
- Parents/guardians are contacted where patterns of lateness emerge
- Supportive interventions are prioritised to address habitual lateness
- Lost learning time due to late arrival is recognised as a significant concern

Parents are expected to collect pupils promptly:

- 1.40pm – Infant classes
- 2.40pm – All other classes

In accordance with the Education (Welfare) Act 2000, the Principal is obliged to refer persistent lateness concerns to Tusla / EWS where necessary.

Guidance for Parents / Guardians

Section **21(9)** of the Education (Welfare) Act states that a pupil's absence may only be authorised by the principal where the pupil is engaged in school-related activities. Absences for holidays during term time cannot be authorised; however, parents must notify the school in writing of such absences.

- Reasons for absences must be provided in writing via the Homework Diary or Aladdin Connect

- Absence explanations are recorded on Aladdin and may be reviewed by the Education Welfare Officer
- The school will follow up where written explanations are not received

Parents/guardians can support positive attendance by:

- Ensuring regular and punctual attendance
- Informing the school promptly of absences
- Working collaboratively with the school and Tusla where difficulties arise
- Encouraging positive attitudes to school and learning
- Avoiding term-time holidays where possible
- Arranging appointments outside school hours where feasible
- Engaging with the school if concerns arise

Pupils

- Pupils are expected to attend school regularly and punctually
- Pupils should inform staff when difficulties may affect attendance
- Pupils must pass absence notes and school correspondence to parents/guardians promptly

Strategy for Promoting Good Attendance

The Board of Management is committed to fostering a positive, inclusive school environment. To promote attendance:

- The curriculum is implemented flexibly, insofar as practicable, to meet pupils' needs
- Pupil wellbeing, self-esteem, and belonging are actively supported
- Appropriate supports for pupils with additional needs are provided
- Teachers are kept informed of relevant pupil needs
- Parents are notified via Aladdin Connect when absences reach **15 and 20 days**
- Supports from Tusla / EWS are accessed when appropriate
- Attendance concerns are first monitored by the class teacher and escalated to the Principal where necessary

Monitoring, Recording and Reporting (Tusla / NEWB)

Attendance is recorded in strict compliance with the **Education (Welfare) Act 2000**.

- Where a pupil reaches **20 days of absence**, a statutory report is submitted to **Tusla/EWO** via the Tusla online portal TESS
- Serious concerns may be referred earlier where warranted
- The school cooperates fully with the Educational Welfare Officer
- Parents are informed where referrals are being made

Roles and Responsibilities

School Principal

The Principal will:

- Ensure accurate maintenance of the school register (Aladdin)
- Notify Tusla / EWS when required under legislation
- Inform parents of referrals to Tusla
- Promote attendance among pupils, parents, and staff

Class Teacher

The class teacher will:

1. Maintain the electronic class roll
2. Monitor explained and unexplained absences
3. Contact parents where absences remain unexplained
4. Promote punctuality and attendance
5. Notify the Principal of concerns
6. Contact the parents when children have been absent for 15 days

Records and Communication

Attendance, behaviour, and academic records are transferred securely between schools, in line with **Data Protection legislation**, when enrolment is confirmed.

Review

The policy is to be reviewed regularly or earlier if required due to legislation or organisational changes.

This policy was ratified by the Board of Management in April 2026.

Signed: _____ **Date:** _____
Chairperson, Board of Management

Signed: _____ **Date:** _____
Principal

An original signed copy available in the School Office