

Attendance Policy 2016

In Ardscoil Rath Iomghain, we strive to provide the best education for your son/daughter. We can only do this if he or she attends school every day. Every student is expected to be in attendance from 8:50 a.m. until 3.30 p.m. each day. We expect every student to have above 95% attendance in any school year.

The law in Ireland states that all children are required to attend school every day. It is the responsibility of every parent or guardian to make sure that his or her son or daughter attends school everyday.

Help your son or daughter to succeed at school by getting him or her there

- On time
- In uniform
- With books, journal and equipment

A student's absences from school maybe unavoidable due to the following:

- S/he is too sick to go to school
- S/he has been injured
- S/he has an infectious disease
- There is a serious family situation

What should you do if your son/daughter cannot attend?

- If you know beforehand, for example in the case of a hospital appointment, write a note in your son/daughter's journal for the tutor/year head.
- Always put a note in your son/daughter's journal on return to school – even if only a half-day has been missed.

If Your Son/Daughter is Late to School

- Students arriving late for school must sign-in at the Admin office (If there is no one in the admin office then the student should go to Ms Doyle's or Mr Murphy's office before proceeding to class.
- Parents are requested to write a note in the student's journal to explain their late arrival to school.

- Unexplained late arrival to school on a repeated basis may be viewed as a breach of discipline and appropriate sanctions will apply. Please see Code of Discipline.

What should you do if your son/daughter has to leave during the school day?

- A student wishing to leave the school premises for a legitimate reason during the school day must have a signed note from their parent/guardian. This note should include the reason for the absence, the time the student is leaving/returning.
- The student must get this note signed by their tutor and sign out at Admin office. (If there is no one in the admin office then the student should go to Ms Doyle's or Mr Murphy's office)No student will be permitted to sign out without producing a signed note from their Year head unless a parent/guardian is present)

If your son/daughter becomes ill/injured during the school day

- In the event of a student becoming ill or getting injured during the day they should inform their class teacher who may send them to the Yearhead to obtain permission to go home.
- If such permission is granted contact with their parents/guardians will be made by school personnel only. Students should not contact home via a mobile phone or prior to getting permission to leave the school premises.
- Parents/guardians are expected to make arrangements for the collection of their son/daughter at the school office in the event of a student being ill or injured.
- When a student returns to school after such an absence a note of explanation should be presented.
- In the event of a student taking ill during lunchtime while off the school premises the school must be notified immediately by Parent / Guardian.

If your son/daughter has been absent without explanation

- The unauthorised absence of a student from any class during the school day will be viewed as a breach of discipline and appropriate sanctions will apply.
- In the event of a staff member becoming aware of an unauthorised absence you may receive a telephone call / text from the school. Parents/guardians should contact the school regarding the absence.

Student Participation

- Every student must attend every class according to their timetable but in the unlikely event that they cannot participate in a subject for whatever reason the following procedure will apply:

- The parents must put the request in writing to the Principal. The Principal will engage in consultation with the parent/s and student

The parent/s and student will be offered the following arrangements:

- That the student participate in the class
- That the student remain in class but does not participate in the subject
- That if the arrangement of remaining in class but not participating in the subject is not satisfactory to the student or parent/s that the parent/s arrange/s for the collection and supervision of the student for the relevant class periods.

What should you do if your son/daughter will not go to school?

- You should contact the school immediately to seek assistance.
- If the problem persists, the Year Head or School Counsellor is available to help with the situation.

Involvement in extracurricular activities

We encourage all students to be involved in extracurricular activities. However, please remember:

- Students are expected to ensure that they receive, and complete, all homework (both written and oral) set by their teachers on the days in question.
- It is important to note that balance in school life is essential: over-involvement in extracurricular activities can have a negative effect on academic performance.

Communication regarding student attendance:

- Parents are asked to provide an up to date daytime contact telephone/mobile telephone number so that a year head may make contact where necessary.
- Teachers are requested to record all student attendance on the VSWare system . A summary of attendance will be reported to parents on the House Exams Reports.
- Parent(s) / Guardian(s) may be notified via phone call or text messaging if the school has a concern about a particular absence any time on any given date.

- The year head or Principal/Deputy Principal will contact the Parent(s) / Guardian(s) if there is a concern about a particular absence or absences as they come to our attention.

Sanctions for breaches of school attendance policy:

- The student may be placed on detention or suspended.
- Absences will be notified to Tusla as per the Education Welfare Act 2002.

Education & Welfare Act 2002

- Raised the school leaving age to 16 or the completion of three years in a post-primary school.
- The appointment of Education and Welfare Officers in each area.
- The Principal of the school will have to inform this officer of each student who is not attending regularly, or who has missed twenty school days.
- The provision of a variety of measures for dealing with non-attendance, including large fines.
- Under this legislation, the school authorities are obliged to report any student who has missed in excess of 20 school days to the Tusla.

We ask for full cooperation to ensure that students do not miss days at school for any reason other than debilitating or infectious illness. In particular, we ask that students are not withdrawn during the school year for family holidays, medical and dental appointments that can be scheduled outside school time. Parents are asked to consult the school calendar and to plan accordingly. Please note that there is now a standardised school year in both primary and post-primary schools. The school calendar is also available on the school's website.

Students with excellent/perfect attendance will be recognized at our Awards ceremonies.