

Attendance Policy

- Students with attendance problems are identified prior to entering Pobalscoil na Tríonóide through contact with their Primary School.
- This is undertaken by the year head /assistant year head assigned to the incoming first year students in conjunction with the Principal.
- Each parent is written to in relation to procedures regarding their son/daughter being absent from school for any reason.
- This procedure is explained to first year students during their induction sessions at the start of the school year by their year head assistant year head and during class tutor sessions.

Outline of procedures.

- Each class group is assigned a Class Tutor who takes a morning roll call @ 8-55 am (this is the official start of the school day).
- Those students present are thus marked on the roll. Where a student is not present it is left blank (and adjusted as appropriate when that student returns to school specifying the reason for the absence).
- If a student is “Late” for roll call they sign-in at the main office using the appropriate “Sign-in” book. A separate log is designated for each year group and for the Gaelscoil. After students have signed-in the necessary changes are made to the Roll by the school’s secretarial staff.
- Each parent is obliged to give the school a written reason for their son’s/daughter’s absence, a special section is set out for this in the Student Journal where it should be written, dated and signed by the parent/guardian. A separate note is required for each period of absence.
- The note is presented to the class Teacher who countersigns it and makes the necessary changes to the roll entry for that student.
- When a student has been absent for 12 – 15 days (or if there is concern about their absence) a letter is sent to the parent(s)/guardian(s) informing them of the schools grave concerns regarding their son’s daughter’s attendance (at this stage the parent/guardian may be requested to meet with any or all of the following: -the Attendance Co-ordinator, Year Head, Deputy Principal or Principal, (a copy is appended) a copy of each letter is kept on file. The relevant Class tutor and Year Head are kept informed by means of the “Student Profile” where the Attendance Co-ordinator records the necessary details.
- All student attendances are monitored on an ongoing basis by the Attendance Co-ordinator and rolls, “late book” and “sign-out” books are checked on a regular basis and records updated as relevant.

- Once a student who is under 16 years of age or has not completed three years of second level education reaches 20 absences the Education Welfare Officer will be informed, this is in keeping with regulations laid down by the National Education Welfare Board.

Procedures when a student is late for Roll Call.

- When a student has signed-in late on three occasions they are spoken to and given a warning by the Attendance Co-ordinator. Once the number of missed roll Calls reaches five a standard letter is sent to the parent/guardian informing them of the school's concern and also that unless an improvement occurs a sanction in the form of a period of detention will ensue (a copy of this letter is appended).
- When a student misses seven Roll Calls without a legitimate reason they are given a period of detention after school on a Wednesday evening. This is supervised by the associated teacher.

Procedure for leaving school early.

- Students leaving school during the school day for any reason other than school activities (which must be sanctioned by the School Principal) must present a note to the school secretary at the main office, this note must be pre-signed by either, The Year Head, Assistant Year Head, Deputy Principal or Principal.
- Students under the age of 16 years must be collected by their parent/guardian at reception.
- Parents are informed when there is concern about the number of times a student signs out.
- An afternoon roll call is taken on a random basis alternating the days for each year group, where practicable this is carried out for each year group at least twice weekly ie two year groups each afternoon, (there is no set time for this roll call).
- If a student who was present for Roll Call is found to be absent at this time it is checked against the "sign-out" book and if the student has not signed out parents are contacted by phone by the Attendance Co-ordinator and informed. This matter is then brought to the attention of the relevant Year Head and a suitable sanction (usually a Saturday morning detention) is given.
- A random sample of parents of absent students are contacted each day to ensure the absence is genuine.
- The school will work closely with the Education Welfare Officer with matters relating to and concerns governing all aspects of student attendance.

- Any appropriate information requested by the N.E.W.B. will be supplied and returns made as specified.
- School attendance is not the sole responsibility of the Attendance Coordinator rather the responsibility of all teachers.