

Ballinamore Community School

School Attendance Policy

Statement of Strategy

- All students are expected to attend school every day
- A roll call will be taken twice a day, with occasional spot checks
- Class Tutors will meet with students who are showing a pattern of absence
- School reports will contain a section indicating the number of absences

Absences

When a student returns from an absence a letter from the parent giving the dates and the reason for the absence should be given to the Deputy Principal or Principal. This letter will be kept on file. The Education (Welfare) Act 2000, S 18, requires the parent to notify the Principal when a child is absent 'during part of a school day or for a school day or more than a school day.'

Late for school

Students who are late for school should give the Deputy Principal or Principal a letter from a parent giving the reason for the late arrival and should sign in at the staffroom. The student should also inform the teacher who takes the next roll call of their late arrival.

Leaving School Early

Sometimes students may have to leave early for medical, dental or family reasons. A letter should be given in advance to the Principal or Deputy Principal, giving the reason for the absence and the times involved.

On no account should a student leave the school without first informing the Principal or Deputy Principal. Students must sign out at office.

Absences of Twenty Days

The Educational Welfare Officer will be informed about any student whose aggregate of absences in the year reaches twenty days. This is in accordance with the Education (Welfare) Act 2000, Section 21-(4)(b). Parents will be informed in writing when this happens.

Records

Absence letters will be kept on file for the attention of the Education Welfare Officer.