



Attendance Policy

1. Policy Statement

St Oliver Plunkett NS is committed to promoting regular attendance and punctuality so that all pupils can fully access the curriculum and benefit from their educational experience.

Regular attendance supports academic progress, emotional wellbeing and social development.

Attendance is a shared responsibility between pupils, parents/guardians and school staff.

2. Legislative Framework

This policy is developed in accordance with:

- **Education (Welfare) Act 2000**
- **Education Act 1998**
- **Tusla Education Support Service (TESS) Guidelines**
- **Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)**

Under the Education (Welfare) Act 2000:

- Parents are legally obliged to ensure their child attends school regularly.
 - Schools must maintain accurate attendance records.
 - Schools must notify Tusla where a pupil has been absent for **20 days or more** in a school year.
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3. School Day

- School begins at **8:55am**
- School finishes at **2:40pm**

Pupils are expected to attend for the full school day unless otherwise agreed.

4. Recording Attendance (Aladdin Schools System)

- Attendance is recorded daily using the **Aladdin Schools** online school management system.
- Class teachers mark attendance each morning.

- Late arrivals and early departures are recorded on Aladdin.
 - All absences are categorised in accordance with Department of Education requirements.
 - Attendance data is stored securely in line with GDPR and school data protection procedures.
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5. Explaining Absences

- Parents/guardians must notify the school of the reason for absence via:
 - Aladdin Connect message
 - Email
 - Written note
- Reasons for absence are recorded on Aladdin.

Typical reasons for absence may include:

- Illness
- Medical or dental appointments
- Bereavement
- Exceptional family circumstances

Family holidays during term time are discouraged and are recorded as absences.

6. 20-Day Reporting Requirement

In accordance with the Education (Welfare) Act 2000:

- When a pupil reaches **20 days of absence** in a school year, the school is legally required to notify **Tusla Education Support Service (TESS)**.
 - This reporting is completed via Aladdin.
 - Parents/guardians will be informed if such a notification is being made.
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7. Punctuality

- Late arrivals are recorded on Aladdin.
 - Persistent lateness may be discussed with parents.
 - Pupils arriving late must report to the office before going to class.
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8. Early Collection

If a pupil needs to leave school early:

- Parents must inform the school in advance.
 - The pupil must be signed out at the office.
 - The early departure is recorded on Aladdin.
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9. Monitoring Attendance

Attendance is monitored regularly by:

- Class teachers
- Deputy Principal
- Principal

Patterns of concern may include:

- Frequent short absences
- Regular Monday/Friday absences
- Persistent lateness
- Absences linked to anxiety or school avoidance

Where concerns arise:

1. Parents will be contacted.
2. A meeting may be arranged.
3. Support strategies will be discussed.
4. Where appropriate, Tusla may be notified in line with statutory requirements.

The school aims to work collaboratively and supportively with families.

10. Supporting Positive Attendance

St Oliver Plunkett NS promotes good attendance through:

- Strong home–school communication
- Early intervention
- Support for emotional wellbeing
- Consistent routines

- Recognition of positive attendance patterns

Given the specialist nature of the school, individual pupil needs may be considered where appropriate.

11. Reduced Timetables (If Applicable)

In exceptional circumstances, a temporary reduced timetable may be implemented:

- In consultation with parents
- With a clear plan and review date
- In line with Department guidance
- Recorded appropriately on Aladdin

Reduced timetables are short-term measures and are reviewed regularly.

12. Roles & Responsibilities

Board of Management

- Ensures compliance with statutory requirements.

Principal

- Oversees attendance procedures and Tusla reporting.

Deputy Principal

- Supports monitoring and early intervention.

Class Teachers

- Record attendance daily on Aladdin.
- Monitor attendance patterns.

Parents/Guardians

- Ensure regular attendance.
 - Provide explanation for absences.
 - Communicate concerns promptly.
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Policy Review & Ratification

This policy was adopted by the Board of Management of St Oliver Plunkett NS

Date of Ratification _____

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Chairperson _____

Signature _____

Principal Signature _____

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Date of Next Review _____

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