



BSRAC ATTENDANCE POLICY

AIMS AND OBJECTIVES:

Attendance means coming to school daily, on time and ready to learn. Children are not expected to attend school during periods of ill health, naturally.

Good attendance ensures educational consistency and progress for the child. Poor attendance leads to school avoidance, lower educational attainment in literacy and numeracy, marginalisation and is a key indicator in future school dropout.

Our aim is to ensure and maintain a high level of attendance at school by all pupils to maximise their chances of success in education.

RATIONALE:

Compliance with School Ethos:

In Bunscóil Rinn an Chabhlaigh we want every pupil to actively participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils. The school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance and punctuality throughout the school year.

We see promoting attendance as centrally linked to promoting a positive school culture and environment.

We recognise the value and the quality of relationships between the children and school staff. Good attendance positively impacts those relationships.

The staff ensure that classroom experiences engaging, interesting and relevant and that the children experience high-quality and inclusive teaching and learning.

We strive to ensure all children experience success in their learning.

We recognise the importance of positive relationship between home and school.

We recognise that as per the **new Child Protection Procedures for Schools** ([Department of Education and Youth 2025](#)), persistent failure to attend school can be a feature of child neglect. All school personnel are aware of their role and responsibilities in reporting any reasonable concerns for the child's welfare if attendance becomes persistent. The attendance policy helps school staff identify pupils at risk of neglect through poor attendance.

PRACTICES TO PROMOTE ATTENDANCE

ROLE OF STAFF

- Attendance is monitored by teachers and SNAs and they are aware of their role in promoting consistent attendance
- Creating a safe and welcoming and happy environment, displaying kindness, compassion and understanding
- Holding regular and open class-level discussions with the children on the importance of regular attendance and punctuality
- Teachers encourage attendance through monitoring and incentive at class level
- Classroom experiences are engaging and interesting and relevant
- Good quality links between home and school
- All teachers recognise the importance of wellbeing focused initiatives consistent with the DEY Wellbeing Policy Statement and provide a range of wellbeing resources
- Teachers organising extra activities- cooking, art, sport to engage the children in school
- Class teacher building relationships with parents / child to support attendance
- Designing and printing attendance posters and certificates
- Printing and laminating homework passes and other rewards to encourage attendance
- Breakfast Clubs (e.g. “Toast Thursdays”)
- Taking the roll daily and monitoring attendance

WHOLE SCHOOL APPROACHES

- Attendance awards to promote positive attendance behaviours – rewards for most improved classes (e.g. pizza)
- Social media campaigns to promote positive attendance messages
- We in BSRAC ensure promoting of school attendance is on our SIP (School Improvement Plan)
- We seek advice from National Educational Psychological Service (NEPS)- / Educational Welfare Officer (EWO) / Tusla Education Support Service (TESS)/ Anseo when required
- Creating a safe and welcoming and happy school environment
- Being vigilant so that risks to good attendance (marginalised communities, disadvantage, bullying etc) are identified early
- Encouraging strong home school links so that parents feel free to discuss family problems
- Publishing attendance policy and reminders on the School Website
- Addressing parents at the AGM / Junior Infant information sessions on the importance of attendance and punctuality
- Publicly and positively affirming those children who have excellent attendance / improved attendance with Attendance Awards: certificates, trophies
- Purchasing equipment to support soft starts to the school day where needed
- Clubs, including board games, arts and crafts and structured social activities
- Publish the school calendar to avoid parents taking holidays during school time

ROLE OF PARENTS / GUARDIANS

- Ensuring regular and punctual school attendance
- Notifying the school via Aladdin if their children cannot attend for any reason
- Working with the school and education welfare service to resolve any attendance problems

- Making sure their children understand that parents support and approve of school attendance
- Discussing planned absences with the school
- Refraining from taking holidays during school time
- Showing an interest in their children's school day and their children's homework
- Encouraging them to participate in school activities
- Praising and encouraging their children's achievements
- Instilling in their children, a positive self-concept and a positive sense of self-worth
- Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters

ROLE OF PUPILS

- Pupils have the clear responsibility to attend school regularly and punctually.
- Pupils should inform staff if there is a problem that may lead to their absence.
- Pupils are responsible for promptly passing on absence notes from parents to their class teacher.
- Pupils are responsible for passing school correspondence to their parents, on the specified day.

PUNCTUALITY

- We ask parents to value every minute that the children spend at school. The gates open at 8.40am and children must be in their classroom for 8.50am.
- The class teacher will also monitor punctuality. Lateness is usually not the child's fault but if a pattern develops he/she will receive a verbal warning, before a letter is sent to parents requesting their cooperation in improving punctuality.
- A record of students who are consistently late is kept by the Principal/Deputy Principal. Students may be given a 'Target Card' reminding them to be in the line before the bell rings.
- If the problem persists the Deputy / Principal will then contact parents in an effort to resolve any difficulties.
- Late arrival causes a disturbance to the class and is also time missed from the teaching and learning environment.

EARLY REMOVAL

- We request parents not to collect children early, unless for a specific appointment
- All early leavers are recorded by the secretary in the office. This enables us to keep a record of such absences and make parents aware of how much time is being missed
- Early removal must be notified in advance through the teacher or school office

ANNUAL ATTENDANCE RETURNS

We recognise our legal requirement to submit annual student attendance returns to Tusla.

The school attendance / absence of individual pupils is recorded on a daily basis on the school data management system, 'Aladdin'. Class attendance data is recorded daily in electronic format on Aladdin. The annual attendance / absence of each individual pupil is recorded in electronic format also.

When a child is absent, the parent receives a notification reminder to submit the reason on Aladdin.

The school keeps a record on Aladdin of all absences, using the following codes as set down by the NEWB

A Illness

B Urgent Family Reasons (eg: Bereavement)

C Expelled

D Suspended

E Other (eg: Holidays, Religious Observance, Emigration)

F Unexplained

G Transfer to another school (written confirmation received from other school)

Overall attendance is monitored by the Principal/Deputy and if child is absent for long periods without explanation, parents are contacted by Principal / Deputy / Teacher.

Parents will receive a letter from the school when 15 days' absence has been recorded and thereafter we have regular communication with them and provide them with updates on their child's attendance if it is a cause for concern and ways in which the school can help support the family / child attend school.

Absences of 20 days or more are submitted to Tusla Education Support Service (TESS) and parents are informed by letter of this referral. These procedures apply to all pupils regardless of reason for absence. In the event where a pupil has been absent for 20 days due to extenuating circumstances e.g. hospitalisation of a pupil, the school may also inform TUSLA that such extenuating circumstances existed and that no immediate educational welfare concern exists.

The parent may be contacted by the Educational Welfare Officer (EWO) from Tusla Education Support Service (TESS) who will work with the family directly to improve school attendance.

How do we know the policy is working?

- If there is an increase statistically in attendance / decrease in absenteeism
- If children are enthused about the attendance rewards
- If the explanations from parents are inputted rather than left unexplained

Why a child may not attend school?	What is BSRAC doing about this?
School climate and atmosphere	We worked on Rhonda's Four Freedoms as part of our SSE SIP- School Improvement plan – ensure that attendance is targeted and action plan annually on the plan
Student Teacher Relationships	We completely overhauled our Code of Behaviour this year with the focus on building relationships
Teacher Expectations	Use of WALT and WILF to share our high expectations Classroom environment
School Organisation	Regular reminders to parents via Aladdin about school attendance Regular meeting with Parents Discussion on attendance at staff meetings

REFERENCES:

Child Protection Procedures for Schools (Department of Education and Youth 2025)
 National Attendance Campaign 2023/24 and subsequent webinars
 Education Welfare Act 2000
 Education Act 1998
 Section 29 Education Act
 Circular 0028/2013
 Attendance Strategy 5 Year Plan for School Attendance 2023-2028
 Developing the Statement of strategy for school attendance 2015


Chairperson, BOM


Principal

Date: 18/02/2026

