



The **Red** Door School



Attendance Policy

Approved by Board of Management: 10/10/23

Next Review Date: September 2025

Signed: _____
Chairperson of Board of Management



Rationale of The Red Door School Attendance Policy

The aim of this policy is:

- to encourage regular attendance and punctuality as an essential factor in our pupils' learning
- to follow legislative requirements such as the Education Welfare Act 2000 and the Education Act 1998
- to make staff aware of the role of the National Education and Welfare Board (NEWB)
- to ensure that pupils are registered accurately and efficiently
- ensure that pupil attendance is recorded daily
- encourage full attendance where possible
- identify pupils at risk
- allow for the promotion of a positive learning environment
- to enable learning opportunities to be availed of
- to identify and remove, insofar as is practicable, obstacles to school attendance.

This policy compliments the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Roles and responsibilities

The classroom teacher ensure that a class register (leabhar tinrimh) is taken each day and any lateness or early departures from school are recorded. The school utilizes the Aladdin system for recording pupil attendance.

The Principal will be in charge of ensuring the completion of the Leabhair Rolla (Roll book) and will make any necessary returns to TUSLA.

It is the responsibility of the Principal and staff to implement this policy under the guidance of the school's Board of Management.



Punctuality

School begins for pupils at 9.20am and finishes at 3.00pm. All pupils and staff are expected to be on time. The Principal is obliged under the Education Welfare Act, to report children who are persistently late, to the National Education Welfare Board. The school will contact parents/guardians in the event of pupils being consistently late.

Recording and reporting attendance

The school attendance of individual pupils is recorded in the Roll book of each class on a daily basis through the Aladdin system. If a pupil does not attend on a day when the school is open for instruction, his/her non-attendance will be recorded by the class teacher. The roll book may not be altered once it has been filled in. A note, email, text message or phone call is required to explain each absence of a pupil.

The school must inform the Education Welfare Officer in writing where a child has missed 20 or more days in a school year, where attendance is irregular or where a pupil is removed from the school register.

Communication with parents

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance
- Notifying the school if their child cannot attend for any reason
- Working with the school and education welfare service to resolve any attendance problems
- Discussing planned absences with the school
- Refraining if at all possible, from taking holidays during school time
- Ensuring, insofar as is possible, that children's appointments (with dentists, doctor etc) are arranged for times outside of school hours
- Notifying the school of any change in person picking a pupil up through the use of the Setting Events form in the Home-School Communication book
- If your child is displaying signs of an illness that could be infectious (e.g. **colds, flu, fever and tummy bug**), please inform the school at the earliest opportunity and follow the school's Health and Illness policy.



- If a child is due to be out sick, please inform the school before 9.20am either via telephone or through admin@thereddoorschool.com . Also please report to the school if the child is due to be out for longer than the first day of absence.
- If a member of staff believes that a child is presenting with symptoms of illness, it will be reported to the Principal or Class Teacher, and in consultation with the parents, it will be decided whether the child is fit to remain in school as per Health and Illness Policy.

This policy will be reviewed periodically.