

Attendance Policy

The Attendance Policy of Corran College supports the underlying principles of the Education Act 1998, Education Welfare Act 2000 and is informed by the school's mission statement. The school aims to encourage regular attendance for the purpose of fostering an appreciation of learning among the student population.

This policy is designed will be implemented by the Board of Management, staff, students and parents and has been developed in consultation with all of the above.

Rational

The attendance policy is guided by the Education Act 1998 and the Education Welfare Act 2000 which requires Corran College "produce and maintain accurate school attendance records".

In addition to satisfying the legislative requirement this policy is designed to

- To develop a sense of personable responsibility in students.
- To reinforce that idea that attendance at school and full participation in all aspects of school life supports and enhances education and therefore the life chances and future employability of the student.
- Encourages partnership with parents to ensure that a safe, caring environment is created where students feel safe, valued and look forward to coming to school on a daily basis.

Goals

- To promote and foster an environment that encourages regular school attendance and participation.
- To develop a welcoming school environment where both the educational and personal needs of the students are met within the resources of the school.
- To develop links between the school and the home and thus improve communication.
- The early identification of students at risk of developing an attendance problem.

- To support strategies and programmes aimed at preventing non attendance.

Roles and Responsibilities

Board of Management

To ensure the policy is implemented and reviewed regularly.

Principal

1. To maintain a register of all pupils attending the school.
2. To ensure that adequate systems are in place to record the attendance or absence of students.
3. To ensure that a text message is sent on a daily basis to the parents or guardians of students who are absent.
4. To maintain a record of late arrivals, early departures and returns to school.
5. To monitor attendance on a monthly basis and to notify parents in writing if (i) a student is absent for 10 days or more and (ii) if a student is absent for 20 days or more.
6. To report to the NEWB as required by the Education Welfare Act 2000.
7. To monitor and investigate suspicious, unauthorized absences and to notify parents of same.

Class Tutor

1. To check the accuracy of the daily roll call.
2. To seek and file written explanations for student absences from parents/guardians and note same on official roll
3. To liaise with the Principal/Deputy Principal on matters relating to attendance.

Class Teachers

1. To take the official roll call for the day during the first class each morning and submit it to the office using ePortal.
2. To take attendance during each class on the ePortal system for monitoring purposes.
3. Teachers discuss attendance records of students with the parents/guardians during parent/teacher meetings.

Parents

A student is marked present in any given day if they attend a minimum of six of the nine classes in any given day.

1. Parents have a legal obligation to ensure that their children attend school.
2. Respond to the text message on the day of their child's absence and confirm reasons for absence.
3. To monitor attendance on ePortal.
4. To provide a written and dated explanation to the school re the nature and cause of absence. Telephone messages must be confirmed in writing.
5. To acknowledge and reply to communications from the school in relation to attendance.

School Attendance Strategies

1. Both students and parents of "at risk" students are constantly reminded of the requirements of the Education Act 1998 with respect to school attendance.
2. Monthly attendance of school records to identify students who are at risk of dropping out of school at earliest possible opportunity.
3. Parents/Guardians are notified in writing by the school when their son/daughter has accumulated 10 days absence and again on and accumulated 20 days absence.
4. Christmas and Summer Reports will indicate the number of days that a student has missed to date i.e. the possible and actual attendance.
5. A pie chart indicating the proportion of time that a student is present, absent or late is displayed on the homes page of ePortal for each student. Parents have usernames and passwords to view this data.
6. The HSCL officer and school completion project worker develops close contact with "at risk" students at the earliest possible opportunity.
7. Management identifies curricular problems that may lead to absenteeism and make necessary changes e.g. reduced timetable, homework support required etc.
8. Homework support is offered in a range of programmes, subjects and levels and is supported by DEIS.

9. Traveler Homework support is offered independently to ensure that students from this culture are encouraged to attend and participate.
10. Students from each year group with the best attendance over the course of a school year will receive a prize and a certificate of attendance at prize giving.