



## **Derryooper National School Policies**

**Roll Number: 17547R**

**Patron: Most Rev. Michael Duignan, Bishop of Clonfert**

**Chairperson: Fr. Kieran O'Rourke P.P.**

**Phone: 0860483344**

**Principal: Padraig Lohan**

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# **Attendance Policy**

## **1. Introduction**

Derryooper National School is committed to fostering a culture of regular attendance and punctuality in line with the **Education (Welfare) Act 2000**, the **Tusla School Attendance Strategy**, and the **DEIS Action Plan**. Regular school attendance is essential for the academic, social, and emotional development of our students. This policy outlines the school's procedures for recording and promoting attendance, identifying concerns, and intervening when necessary to support students and families.

The **DEIS Action Plan** prioritises attendance improvement as a key strategy in addressing educational disadvantage. Our school aligns with these objectives by implementing clear structures to track attendance, encourage engagement, and provide necessary interventions.

This policy is in line with:

- **Education Act 1998**
- **Education (Welfare) Act 2000**
- **Children First Act 2015**
- **DEIS Action Plan 2022-2025**
- **Tusla Guidelines on School Attendance**
- **Derryooper NS Code of Behaviour**

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## **2. Recording Attendance**

- The school day begins at **9:20 AM** and all students are expected to be present and on time.
- **Roll call is taken by 10:30 AM each morning** and recorded on **Aladdin Connect**.

- Students arriving **after 10:30 AM** will be marked absent for the school day.
  - If a student arrives after **9:20 AM**, the late arrival must be signed off by a parent/guardian via **Aladdin Connect**.
  - Parents/guardians must notify the school in advance of any planned absences where possible.
  - All absences must be explained in writing by parents/guardians via Aladdin Connect.
  - Teachers monitor attendance patterns and report concerns to the Principal for further action.
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### 3. Promoting Good Attendance

Derryoover National School recognises the importance of fostering a **positive attitude towards school attendance**. The following strategies are in place to encourage regular attendance:

- **Engaging Curriculum & Positive School Environment:** Ensuring a safe, welcoming, and engaging learning environment.
  - **Communication with Parents:** Regular updates through Aladdin Connect regarding attendance expectations.
  - **Parental Involvement:** Encouraging collaboration between parents and the school to support student engagement.
  - **Attendance Awareness:** Recognising and celebrating good attendance through class incentives and certificates.
  - **Pastoral Support:** Identifying and assisting students facing attendance challenges.
  - **Liaising with External Agencies:** Collaborating with Tusla's Educational Welfare Services if necessary.
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### 4. Addressing Absenteeism & Late Arrivals

The school monitors attendance patterns and intervenes when necessary:

- **Absences of 10+ days:** A reminder is issued to parents regarding school attendance obligations.
  - **Absences of 15+ days:** A formal letter is sent to parents expressing concern and requesting engagement with the school.
  - **Absences of 20+ days:** As per the **Education Welfare Act 2000**, the school is legally required to notify **Tusla Educational Welfare Services**.
  - **Frequent Late Arrivals:** If a pattern of late arrivals emerges, parents/guardians will be contacted by the school and asked to address the issue.
  - **Persistent Absenteeism:** A meeting will be arranged with parents/guardians to discuss supports and interventions.
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### 5. Parental Responsibilities

Parents/guardians play a vital role in ensuring their children attend school regularly. They are expected to:

- Ensure children arrive at school **on time** each day.
  - Sign off on **Aladdin Connect** if a child is late.
  - Communicate absences via **Aladdin Connect** or written note.
  - Schedule medical/dental appointments outside school hours where possible.
  - Avoid taking children out of school for holidays during term time.
  - Engage with the school if attendance concerns arise.
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## 6. Communication with Parents

- Parents receive regular reminders about attendance expectations via **Aladdin Connect**.
  - The school calendar is shared in advance to help families plan around term time.
  - Attendance concerns are discussed at **Parent-Teacher Meetings**.
  - A **summary of each student's attendance** is included in end-of-year school reports.
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## 7. Review & Policy Implementation

- This policy will be reviewed annually by the **Board of Management** in consultation with staff and parents.
  - Updates will be made in line with **DEIS targets, Tusla guidelines, and Department of Education requirements**.
  - Implementation of the policy is the responsibility of **all staff**, with **Aladdin Connect** serving as the official attendance tracking system.
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## 8. Policy Ratification

This **Attendance Policy** has been prepared by the **Principal** and approved by the **Board of Management**.

Signed:

Chairperson, Board of Management: \_\_\_\_\_

Principal, Derryoover National School:



Date:

19 February 2025

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