



Ard Scoil Ris

Attendance and Participation Policy

Preamble

In keeping with the values and principles of the Edmund Rice Charter, Ard Scoil Ris strives to make school and school attendance a positive experience. We have designed a range of subjects and programmes and extra-curricular activities to make our school as inclusive as possible, and to enable all students to participate fully and to benefit from their time at school.

It is also important that we keep an accurate and precise control of attendance and that we keep parents informed of their son's attendance. Students will only be excused from the school with good reason and with their parents' knowledge and consent. Students who leave school early must inform the school office and sign out.

Attendance is checked and recorded on the electronic attendance system VS Ware. This system allows us to record electronically attendance and punctuality and is administered by each teacher under the guidance and supervision of the Principal and Deputy Principal.

Ard Scoil Ris believes that regular and punctual attendance is an essential requirement for all students seeking to attain their full potential at the school.

Introduction:

Initial meeting with parents/guardians includes:

- Introduction to student school journal.
- Explanation of the Education Welfare Act and the responsibilities of parents in relation to absences.

Guiding Principles:

1. The school day at Ard Scoil Ris begins at 08.40am and ends at 15.40 Monday and Tuesday. From Wednesday to Friday, school begins at 08.40 and ends at 15.00.
2. Students are expected to be at school before 8.35am at the latest, to ensure that students are ready with all the required books and equipment for classes. Students are then expected to be seated in class at 08.40 am.
3. Attendance at all timetabled classes is mandatory and requests for any exemption from class/classes must be made in advance, in writing, by parent/guardian and will be duly considered by the school management. In general, exemption from classes will only be facilitated to accommodate students with Special Educational Needs needing additional support.
4. Attendance is checked and recorded during the first class of the morning and again during the first class of the afternoon. Teachers keep a record of attendance through the online school system for each class during the day.
5. A text message is sent to the parent/guardian informing the parent of their son's absence from school.
6. Absences for each day are available to all teachers through VS Ware. Absences are included in the Christmas and summer reports sent to the parent/guardian.
7. Parents/Guardians are encouraged to ensure that holidays are taken outside of term time. In order to preserve the integrity of the exams, the school cannot facilitate alternative arrangements for students who are absent during the term exams.
8. Students, who are absent, are marked absent in the school records to provide the basis for information transfer to the National Education Welfare Board, as required by the Education (Welfare) Act, 2000. A text will be sent home to the parents/guardians of the students whose absence has not been explained. Students who are under 16 and have 20 absences or more will be reported to the Education Welfare Services in TUSLA in accordance with their reporting provisions.
9. Students who have reached the age of 16 years and completed 3 years post primary education will not be reported unless the student has been suspended or expelled.
10. Students must, at all times, supply the school authorities with a note of explanation provided by the parent/guardian for the absence. Parents/guardians should, if possible, contact the school office to explain the absence and a note must be provided in the student's journal when they return to school to explain the absence to teachers.
11. On occasions where students need to leave the school, during the day, for appointments, family reasons, illness or other such reason, the student is required to report to the school authorities and to sign out in the Sign-Out book in the general office. Students will not be allowed to leave without prior communication/note of explanation with the parent/guardian. Where students return to the school following a brief absence on the day they are also required to sign back in.
12. Students who arrive late for class at the start of the school day must go to the Secretaries' Office where they will register in the late book and receive a

late stamp in their journal before being admitted to class. Students who are late will receive a lunchtime detention. Students who are late three times in a calendar month will receive a two hour detention to be served on a Friday. Students who do not attend the lunchtime detention will be automatically placed on a two hour detention. Students who do not attend the two hour detention without a written explanation will be suspended.

13. Mitching or playing truant from school is regarded as a very serious offence. The school will make every effort to contact the parents/guardian in the event of a student being absent without explanation. Students who mitch or play truant will serve a week (five days) of two hour detentions for every day they were absent without permission. A student who mitches on more than one occasion will be suspended.
14. In the case of a student who has missed five school days, the Year Head will address the issue as appropriate and remind the student of the importance of full attendance of school where possible. Where a student is absent for ten days, the Year Head will contact the parents to discuss the issue and, where appropriate, identify a strategy to improve attendance. When a student reaches fifteen absences, the Principal will contact the student's parent(s)/guardian(s) to put a strategy in place to ensure that attendance improves.

This Policy was Adopted and Ratified by the Board of Management on 22nd January 2018 and will be reviewed on an annual basis.