



Attendance Policy

Kylemore College

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Review Dates

Staff	2014	
Parents Committee	2015	
Student Council	2016	
Board of Management	2017	

Due for next review December 2019

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1. Mission Statement

1. Our primary purpose is to enhance our students' quality of learning through the effective and efficient delivery of the curriculum.
2. We believe that our first responsibility is to our students, to meet their needs and to provide outstanding service.
3. We will endeavour to provide a full range of educational and social experiences appropriate to the age, ability and needs of our students.
4. We will have consistently high expectations and match these with high quality resources and learning strategies.
5. We are committed to honesty and responsibility in all relationships, respecting the legitimate rights of individuals and stressing the importance of social awareness and sensitivity.
6. We will create opportunities for every individual in the college community to develop his or her maximum potential.
7. We will manage resources to ensure maximum educational benefit.
8. We will create and sustain a professional learning environment.
9. We will adopt a philosophy of continuous improvement of every aspect of the college's work and life.
10. We will support the right of every member of the college community to be safe, secure and happy in all their dealings with Kylemore College.

2. Vision & Values

This policy is informed by the school's Mission Statement which aims to provide opportunities for students to benefit from teaching and learning which leads to good academic achievement.

Kylemore College recognises the importance of attendance in the college for all members of the school community. Full attendance contributes to the well-being and welfare of all members of the school community. It contributes to quality teaching and quality learning in an uninterrupted flow. It ensures a continuity of teaching and learning.

Kylemore College and its staff recognise that full and regular attendance is essential in helping and supporting students to reach their full potential, academically, socially and pastorally during the important time of their education. It also contributes to them leading successful adult lives. The college encourages habits of regular and punctual attendance and the development of a sense of personal responsibility. Attendance is one of the key themes of DEIS/ SSE planning. On an annual basis targets for the improvement of student attendance are included in the school's DEIS/ SSE action plan. These targets are monitored, reviewed and adjusted on an annual basis.

Special Note.

There are levels of attendance which must be achieved by students to enable them to progress onto the next year of the educational programme. In particular there is a requirement in LCA by the Department of Education of a minimum of 90% attendance in each year of the programme. Students who do not achieve this will be unable to progress to the second year of the LCA programme.

3. The Education Welfare Act 2000

The National Education & Welfare Board (NEWB) is a statutory body charged with the monitoring of school attendance in the Education & Welfare Act. The main provisions of the Education Welfare Act are as follows:

- 1) Schools are required to establish and maintain a register, showing attendance or non-attendance for each student.
- 2) Every child must attend school regularly up to sixteen years of age or complete at least three years of education in post primary, whichever comes later.
- 3) The Act establishes a National Educational Welfare Board (NEWB). The NEWB has appointed Education Welfare Officers to work with schools to encourage school attendance.
- 4) The Act states that the school is obliged to report to the NEWB every time:
 - It decides to expel a student
 - A student has been absent for 20 days or more cumulatively
 - A student's attendance causes concern for the school
 - A student's name is removed from the school register
 - A student has been suspended for six days cumulatively
- 5) Schools must prepare a student absence report. This information must be submitted five times in summary format for all students.
- 6) Absences must be categorised under six headings:
 - A. Illness
 - B. Family Business
 - C. Expelled
 - D. Suspended
 - E. Other
 - F. Unexplained
 - G. Transfer to another school

4. School Policy on Attendance / Absence Procedures.

4.1 Attendance & Roll System

Form tutors and class teachers have a duty of care in the completion of attendance details on a daily basis. The system used

- I. Form tutors will record attendance each morning during form tutorial at 8.43 am on VS- Ware Management Information System.
- II. Each teacher will record the class attendance within the first ten minutes of class.

Lists of students who may be absent on school activities- work experience, football matches and other extracurricular activities should be recorded on VS Ware.

Accurate attendance records are maintained by tutors and subject teachers in their teacher diary. Absences are followed up and notes are checked by the form tutor.

4.2 Role of Form Tutor

The principal line of communication for attendance and absence is between the Form Tutor and students and where necessary the parent(s) / guardian. Form tutors are in a position to monitor, detect patterns, intervene, seek written explanations, phone parents or seek additional support – Head of Cycle, HSCL – as required. The relationship of the Form Tutor with the class sets a standard for his/her students and this relationship can contribute greatly to good attendance and participation. Encouragement for full attendance and early intervention for absences are the hallmark of preventative interventions.

Form tutors will identify at an early stage students who are at risk of developing school attendance problems. Follow-up interventions include the monitoring of the students' diaries, checking on notes explaining absences, early finishes, collection of sick notes and medical certificates, etc. These are all kept in the student file along with the yellow diary sheets. Form tutors will seek to establish close working relationships and contact between the school and the families of students.

Further interventions in more frequent absences cases or a long-term absence for which no explanation has been given to the school may include direct contact with parents, meetings with parents, support of the HSCL coordinator, Head of Cycle, Deputy Principal or Principal.

Referrals may be made through the Care Team or the Attendance Strategy Team to the NEWB. In addition form tutors will encourage students to participate in the full range of activities designed to encourage the full participation of students in the life of the school. An extensive list of these activities is provided in *Appendix 1*

The official and formal record of students' attendance is recorded in the Department of Education & Skills Green Register. Daily attendance is recorded by the Form Tutor each morning at form tutorial. The Green Register remains permanently in its appropriate slot in the staffroom and may not be removed. Attendance is marked up during each class during the day with an appropriate mark indicating attendance, absence or lateness.

4.3 Communication with Parents

Letter 1 will be issued to parents when a student has missed more than 5 days from school, signed by form tutor/ special duties post holder.

Letter 2 will be issued to parents when a student has missed more than 10 days from school, signed by form tutor/ special duties post holder.

Letter 3 will be issued to parents if a student has missed more than 15 days from school, the letter will be signed by form tutor & HSCL coordinator. Parents/ guardians will be invited to attend a meeting to discuss concerns and formulate a plan to ensure an improvement in the student's attendance and engagement in school.

Letter 4 will be issued to parents when a student has missed more than 20 days from school and a formal report has been made to Tusla. All letters are included in *Appendix 2*

4.4 Attendance & Student Responsibility

- Students are required to come to school punctually each day for all classes.
- Students are required to be in the school yard by 8.40am and 1.50pm each day.
- Students are required to bring their Student Diary at all times and maintain his / her Student Diary in an acceptable, neat and tidy condition.
- Students are required to mark their attendances and absences for each day in their student diary.
- Students are required to hand up the diary on request to any member of staff.
- Students are required to provide a written explanation in their Student Diary from a parent / guardian for any absence.

- Students are required to ensure that his/her parent have signed the diary each day.
- Students are required to remain on the school campus during school hours, with the exception of lunchtime.
- In the event of a student becoming ill while at school, parent/guardian permission must be received before the student signs out early through the main office.
- Students who wish to leave school early for an appointment (e.g. doctor, dentist) must present a note signed by parent/guardian. Form tutor, head of cycle or deputy principal must countersign this note. This note must be produced in the General Office by the student before they can sign out to leave the school. Their absence is then recorded on the VS ware system by office staff.
- All students are required to attend and participate in scheduled PE classes. Students unable to participate in PE due to a medical condition should present a note from parent or medical certificate from doctor as appropriate.

4.5 Attendance & Parents / Guardians Responsibility

The primary responsibility for a students' attendance lies with the parents (The Education Welfare Act 2000). Parents are required

- To send their child / children to school every day.
- To encourage a full and punctual attendance of their child / children at school.
- To check the student's diary for attendance and absence details.
- To inform the school of any absence – by writing an explanatory note in the student diary and when necessary or urgent, by phoning the school.
- To sign the student diary in the designated places and sign for each note, absence etc.
- To avoid organising family holidays during term time.
- To write a note of non-participation from PE class.
- To attend meetings with the relevant staff member regarding their child's absence from school (> 10 days missed)
- To attend annual parent/teacher meetings to learn of their child's progress.
- To ensure any part-time work does not impact on their child's progress and engagement in school

4.6 Student Diary

Students are required to mark their attendances for both morning/ afternoon classes and absences for each day. They also have a place where an explanation is provided in writing and signed by the parent where a student has been absent or is to be released early for an acceptable reason. There is also the facility within the student diary to record marks where these are being deducted as part of the reward / sanction system within the college.

The school will inform parents/guardians where there are concerns about absences, their frequency or lack of explanation from student and/or parent/guardian.

The school will inform the NEWB where there are serious concerns about absences, frequency or lack of explanation from student and/or parent/guardian.

The above procedures support the following rationale:

- a. To comply with the Education & Welfare Act 2000
- b. To maintain accurate records of school attendance by students
- c. To form habits of regular and punctual attendance in students
- d. To discourage absenteeism, lateness and unwarranted withdrawal of students during the school day or school term
- e. To develop a sense of personal responsibility in students
- f. To make students aware that a good school attendance record enhances employment opportunities

4.7 Rewarding students who have good attendance records

Kylemore College rewards students who have good attendance records as part of their School Attendance Strategy. In Kylemore College we believe rewarding good attendance is a useful way of promoting attendance.

- Students who attend regularly in any given week will be entered into a monthly prize draw which is held during assembly.
- Students who have full attendance in any given month will also be entered into a draw for a bigger prize.
- Class based incentives are regularly implemented such as attendance charts.
- Teachers often set individual goals for students to encourage a change in their attendance pattern.
- Attendance Certificates are issued to students who have exemplary attendance or who have showed an improvement in their attendance over time.

Kylemore College look for every opportunity to recognise students who are making a consistent effort to improve their attendance record and staff will affirm these students whenever possible, verbally, or with a note in their journal, or a postcard sent home.

5.0 Lunchtime Information-Staying in school/going home for lunch

All first year students must remain on the school campus at lunchtime with the exception of those students who have provided a note to their form tutor and have permission to go to their family home for lunch.

Any student who stays in school for lunch, is expected to use room 023 or 028. There is a lot of traffic in the vicinity of the school and for the safety of our students we recommend that students remain on the school campus.

Any student going home for lunch is requested to do so promptly and to refrain from loitering around the church or shops on the main road.

6.0 Attendance Strategies

The following is a list of strategies provided in Kylemore College in order to encourage attendance

- Punctuality is a hallmark of good practice, consideration for others, meeting one's commitments and contributes to the smooth management, organisation and efficiency of a school. Punctuality for all members of the school community is an aim of Kylemore College.
- Providing a caring, respectful atmosphere within the school, where all members of the school community feel safe, secure, valued and happy
- Providing a school and classroom environment which supports, encourages and celebrates student learning and achievements
- Provision of a full range of educational and social experiences appropriate to the age, ability & needs of students, to encourage student engagement- *Appendix 1& 3*
- Well-structured pastoral care system- form tutor, year head, programme coordinator, head of cycle
- Provision of a broad range of extracurricular activities to encourage student engagement
- Comprehensive roll-call system
- Rewarding and certification of good attendance – *Appendix 4*

Late-coming is discouraged and students are part of a Rewards and Sanctions system, where good attendance and punctuality is rewarded by participation in monthly draws and rewards.

Outstanding attendance is marked at school assemblies each month and there is a major reward at the end of each academic year.

There are also procedures for absences from class in the college for students, primarily through the Form Tutor or Head of Cycle or Deputy Principal or Principal as appropriate. All such absences must be signed for in the Student Diary and in the Early Finish Book.

7.0 Summary of School Policy on Attendance

- 1) The form tutor/ year head coordinate attendance & punctuality
- 2) Students are expected to be in school at 8.40am in the morning and 1.50pm after lunch
- 3) Classes begin at 8.55am
- 4) School finishes at 3.50pm except on Wednesday when school finishes at 1.05pm
- 5) Lunch break is 1.05pm- 1.50pm (Monday, Tuesday, Thursday) 12.05-12.50 (Friday)
- 6) Students who arrive late with a satisfactory note from a parent must present this note to their form tutor or subject teacher.
- 7) Student who arrive late to class during the day will be dealt with by the subject teacher using the following steps:
 - I. Make entry in teacher diary/ VS Ware System
 - II. Record late/ time of arrival in student journal to parent/ guardian
 - III. Inform tutor of any repeat offence
 - IV. Any student arriving late to class after speaking with a member of staff must have a note of explanation from the member of staff in their diary.
 - V. Parental/guardian signature is required as acknowledgement of all communication in the diary.
 - VI. Senior management will be informed by year head of any persistent offenders and a strategy to deal with the case will be agreed.

Appendix 1- Co-curricular & Extracurricular Activities

- Art Club
- Breakfast Club
- Comhairle na nÓg
- Cultural Activities
- Gluais Leadership Team
- Homework Club
- JCSP Library- before school (8am-8.40) & during lunchtime
- Mentoring Programmes- Check & Connect & MAP
- Monthly Assembly
- Music Club
- Pastoral Care System
- Postcards home
- Rewards & Sanction Scheme
- Supervised Study
- Sports Programme- Athletics/ Basketball/Boxing/ GAA/ Soccer
- Youth Services

COLÁISTE NA COILLE MÓIRE

*Bóthar na Coille Móire
Baile Thormaid, Baile Átha Cliath 10.
Fón: 626 5901
E-post: info@kylemore.cdetb.ie
Facs: 623 4780
Príomhoide: Deirdre Ní Nualláin*



KYLEMORE COLLEGE

*Kylemore Road,
Ballyfermot, Dublin 10.
Telephone: 626 5901
E-mail: info@kylemore.cdetb.ie
Fax: 623 4780
Principal: Deirdre Nolan*

Date _____.

Dear _____,

We are concerned that your son/daughter _____
has missed _____ full days and _____ partial days from school.

We know that regular attendance at school leads to positive outcomes and that often absenteeism is a gateway to greater problems. That is why we place such a great emphasis on attendance in Kylemore College. We know how important it is for your child's future.

We hope that bringing _____'s absenteeism to your attention will effect an improvement in attendance.

Thank you in advance for your support.

Signed _____.

Form Tutor

_____.

Special Duties Teacher

Mr. J Melia

Appendix 2A- 5 Day Letter

COLÁISTE NA COILLE MÓIRE

*Bóthar na Coille Móire
Baile Thormaid, Baile Átha Cliath 10.
Fón: 626 5901
E-post: info@kylemore.cdetb.ie
Facs: 623 4780
Príomhoide: Deirdre Ní Nualláin*



KYLEMORE COLLEGE

*Kylemore Road,
Ballyfermot, Dublin 10.
Telephone: 626 5901
E-mail: info@kylemore.cdetb.ie
Fax: 623 4780
Principal: Deirdre Nolan*

Date _____.

Dear _____,

_____ has missed _____ full days and _____ partial days from school.

I'm sure you'll agree that this is a serious cause for concern. As we know regular attendance leads to positive outcomes whereas absenteeism is a gateway to greater problems.

To discuss how this pattern of absenteeism can be changed and how _____'s attendance can be improved, we would like you to attend a meeting with Form Tutor

_____ on _____ at _____.

Please contact the main office if you are unable to attend this meeting.

Signed _____

Form Tutor

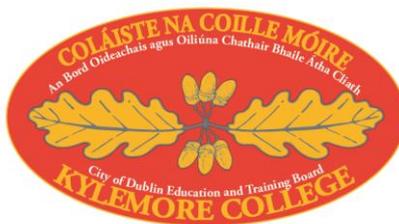
Special Duties Teacher

Mr. J Melia

Appendix 2B- 10 Day Letter

COLÁISTE NA COILLE MÓIRE

*Bóthar na Coille Móire
Baile Thormaid, Baile Átha Cliath 10.
Fón: 626 5901
E-post: info@kylemore.cdetsb.ie
Facs: 623 4780
Príomhoide: Deirdre Ní Nualláin*



KYLEMORE COLLEGE

*Kylemore Road,
Ballyfermot, Dublin 10.
Telephone: 626 5901
E-mail: info@kylemore.cdetsb.ie
Fax: 623 4780
Principal: Deirdre Nolan*

Date: _____.

Dear _____,

_____ has missed _____ days from school. The pattern of absenteeism is continuing in spite of interventions. We have to work together in an attempt to try and break this damaging cycle.

In an effort to try and improve his attendance, we'd like you to attend a meeting with _____'s Form Tutor _____ and the HSCL Coordinator Mr. Jim O'Connell.

On _____. At _____.

The main focus of this meeting is to try and ensure an improvement in your child's attendance and engagement in school.

Signed _____.

Form Tutor

_____.

Special duties Teacher

Mr. J Melia

Appendix 2C- 15 Day Letter

COLÁISTE NA COILLE MÓIRE

*Bóthar na Coille Móire
Baile Thormaid, Baile Átha Cliath 10.
Fón: 626 5901
E-post: info@kylemore.cdetsb.ie
Facs: 623 4780
Príomhoide: Deirdre Ní Nualláin*



KYLEMORE COLLEGE

*Kylemore Road,
Ballyfermot, Dublin 10.
Telephone: 626 5901
E-mail: info@kylemore.cdetsb.ie
Fax: 623 4780
Principal: Deirdre Nolan*

Dear Parents,

I am writing to you regarding _____ attendance at school who has been absent for _____ days.

As _____ has now been absent for 20 days, the school must pass the information to the Educational Welfare Service of Tusla - Child and Family Agency. An Educational Welfare Officer may therefore be in contact with you to discuss the matter further.

Signed _____.

Form Tutor

_____.

Special Duties Teacher

Mr. J Melia

Appendix 2D- 20 Day Letter

Appendix 3- Educational Programmes

- Junior Cycle
- Junior Certificate Schools Programme
- Transition Year
- Leaving Certificate Applied Programme
- Leaving Certificate
- Post Leaving Certificate:
 - Motor Technology
 - Music Performance
 - Music Technology

Appendix 4-

Rewarding &

Certification

of Good

Attendance

Educational Welfare Services,
Child and Family Agency

TÚSLA

An Ghníomhaireacht um
Leasú agus an Teaghlaigh
Child and Family Agency

**Certificate
of Merit**

**This certificate
is awarded to**

in recognition of unbroken school attendance

for the period _____ to _____

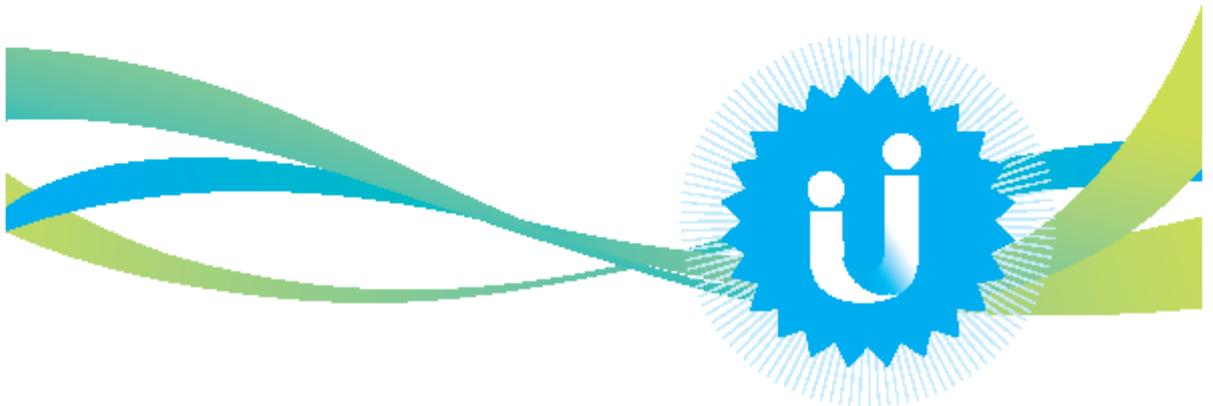
at _____

this day _____

Principal

P. MacDermott

Educational Welfare Service



Educational Welfare Services,
Child and Family Agency

TÚSLA

An Ghníomhaireacht um
Leasú agus an Teaghlach
Child and Family Agency

**Certificate
of Merit**

**This certificate
is awarded to**

for consistent and regular school attendance

for the period _____ to _____

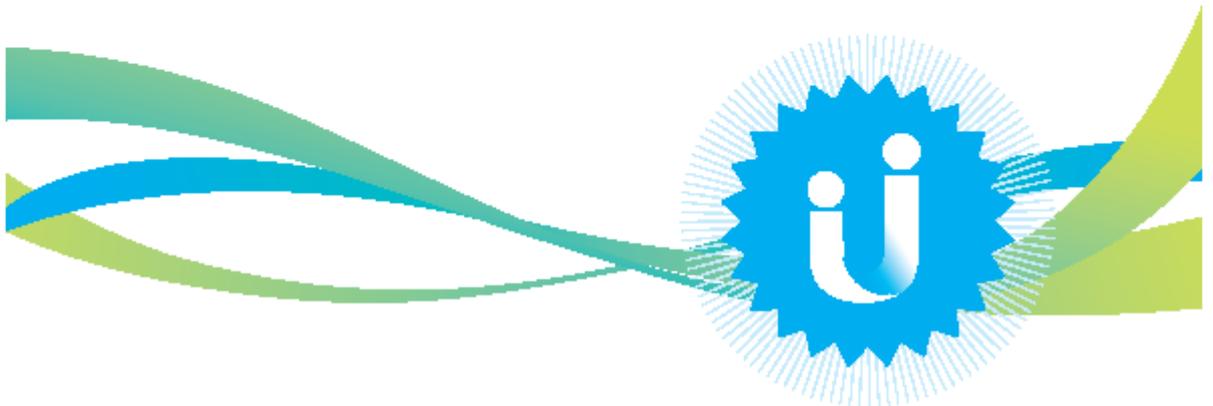
at _____

this day _____

Principal

P. MacDermott

Educational Welfare Service



Educational Welfare Services,
Child and Family Agency

TÚSLA

An Ghníomhaireacht um
Leasú agus an Teaghlach
Child and Family Agency

**Certificate
of Merit**

**This certificate
is awarded to**

in recognition of the improvement in your school
attendance record

for the period _____ to _____

at _____

this day _____

Principal

Pádraig Ó Súilleabháin

Educational Welfare Service

