

ATTENDANCE AND PARTICIPATION POLICY KIILLINA PRESENTATION SECONDARY SCHOOL



MISSION STATEMENT

Killina Presentation Secondary School is an inclusive Christian community aimed at the holistic development of each individual.

Rationale

Every school is required by law to have a policy which NEWB helps to co-ordinate.

Students should attend school every day.

We must standardise our response to non-attendance.

Regular attendance and participation in school life enhances the quality of education.

Scope

Parents, students, management and staff, will work together to maximise attendance and participation.

Aims

To promote a good attendance record and active participation in school which develops a good work ethic and prepares students for life.

School attendance and punctuality

Each teacher marks the roll on the eportal at 9am providing accurate data for TUSLA returns.

Students arriving to school after 9am must present to the office where they sign the Late book and the school journal is stamped.

A text message is sent to parents/guardian of each absent student asap.

A list of absent students is posted on Staff Notice Board asap. daily.

Students are required to present a written explanation in their Journal signed by a parent on their return to school or a medical certificate.

A letter is sent home to parents of those students who are absent 5 days or more during first term, 10 days plus in 2nd term and 15 days plus in 3rd term.

Attendance list sent to TULSA of students who have missed 15 days or more.

Teachers are encouraged to mark eportal/own roll for each of their classes during the day.

Teachers of extra-curricular activities are to put list of students attending these activities on staffroom board and front office.

Students leaving early must be signed out by a parent /guardian in the main office.

School attendance is recorded on school reports.

Attendance meeting arranged with parent/guardian to intervene and encourage improvement where necessary.

School assemblies remind students of the importance of attendance and encourage them to submit their written explanation of absence to the office on their return.

Excellent attendance is rewarded at the end of year 'Student Awards'.

Participation

The school endeavours to provide opportunities in both curricular and extra-curricular areas to maximise student participation in all aspects of school life.

The active engagement of all students develops friendships and enhances their experience of school.

Students are expected to attend all classes and to participate to the best of their ability

Students are encouraged to participate in the wide range of extra-curricular activities available

Activities take place during lunch time as well as after school with Wednesdays' extended lunch facilitating all students.

Participation is emphasised, recognised, praised, publicised and rewarded.

SNA's are essential for the participation of students with special educational needs.

Responsibilities

Teacher

Teachers use eportal at 9am to record an accurate attendance and this is critical for TUSLA returns.

Teachers record 'LATES' in back of journal when students arrive late to class.

Parent/Guardian

Parents/Guardians must ensure students attend school on school calendar days.

They should where possible arrange appointments, excursions, etc outside the school day.

Any absence must be explained on the students return to school with a note in the school journal which is presented to the front office. Parents are responsible for the accuracy of notes.

Parents/Guardians collecting students during the school day should only do so at the change of class and sign out the student(s) in the front office.

Students

Students should present to class on time fully equipped for work.

Students present a note to front office on return to school after absence.

It is the responsibility of students who are absent from class/school for any reason, including extra-curricular activities find out details of work missed.

Students should request permission to be absent from class prior to school related activity from subject teacher.

Students must sign the 'Late Book' and have their journal stamped in the office when arriving late to school at 9am.

Principal

The principal must keep an accurate record of all students who have been admitted to the school.

Bord of Management

The BOM shall ensure the statutory obligations of the school with regard to school attendance and participation are adhered to.

The BOM shall ensure that an evaluation of the effectiveness of the process, strategy and policy is carried out regularly.