

School Attendance Policy Coláiste Íde
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Introduction

A school attendance policy was formulated by the school community and ratified by the Board of Management in 2011, to ensure that every girl's school attendance is satisfactory and to ensure that the policy is compliant with the most up-to-date appropriate legislation set out in the National Education Welfare Act.

Scope

This policy applies to every girl registered in Coláiste Íde. A regular school attendance is required between 8.45am and 4.00pm on each school day.

The aims of the policy are to ensure

The full attendance of each girl during the school year

The full daily attendance of each girl and full attendance at each class

The reduction of school absences

The implementation of effective appropriate intervention

The keeping of accurate records

Management Plan

- The Class Teacher, Vice Principal and Principal will discuss the school attendance policy with the girls regularly
- An attendance Certificate will be presented to girls with full school attendance at the end of the school year.
- The school attendance policy will be discussed with all parents/guardians at the beginning of the school year.
- A written note will be required from parents/guardians if a girl is absent from school. Written permission is required if a girl leaves school early. Each girl is required to sign out before leaving the school.
- If a girl is absent from school for seven school days parents/guardians will be informed by phone call.
- If a girl is absent for 14 school days, parents/guardians will be informed by post.
- If a girl's school attendance does not improve, a meeting with parents/guardians will be arranged to discuss her attendance record.

- If a girl is absent from school for 20 school days, the school is required by law to inform the National Education Welfare Board.

Monitoring

School attendance will be monitored on a weekly basis.

Review

The school attendance policy will be reviewed each year.