

Rosedale School

Woodlands Centre, Renmore, Galway, Ireland



Attendance Policy

At Rosedale School, The Gables and Burren View Infant Classes and
Special Preschools

*Updated by
Rosedale School Board of Management
On February 2011*

Rosedale School



Rosedale School and Pre School **Attendance Policy**

Updated February 2011

- Deputy Principal is responsible for: School Roll Books, Leabhar Tinreamh; N.E.W.B. returns forms.
- School Attendance is recorded in accordance with the Rules for National Schools Rule 55.
- School Returns to National Educational Welfare Board in accordance with the Education Welfare Act, 2000.

1. Absences from School

- 1, (i). Pupil Marked absent for a full day's absence if not in attendance, or not in attendance by 10.30 a.m.
- 1, (ii). Attendance for appointments while the pupil is in school will not deem as absence and pupil will be marked present.
- 1, (iii). Absence explanation notes are sent to family on pupil's return to school. If family does not return absence note, keyworkers /teacher may fill out the note on behalf of the family, having confirmed reason for absence with family by phone/contact.
- 1, (iv). If no absence note is returned for periods of less than five school days, the Deputy Principal will note these as category F (unexplained); and if such absences contribute to, or cumulate in 20 days absence, they will be returned as category F to the N.E.W.B.
- 1, (v). If absences greater than five school days are noted, without Absence Explanation Note, the Deputy Principal may request the Teacher/Keyworker to contact the family to verify the reason. If no reason is provided Deputy Principal will return as category F (unexplained). Families will be advised as (2iii).

2. Pupils with Long Periods of Absence/Frequent Short periods of Absence.

2, (i). Medical Reasons

A number of pupils who attend Rosedale School experience long periods of absence and/or frequent short periods of absence during the school year due to medical reasons.

These absences when twenty school days and more are returned as Category A (Illness), to the N.E.W.B.

The Deputy Principal will continue to inform the N.E.W.B. that such absences are not uncommon in Rosedale school and that the school is not concerned by these absences, other than the welfare of the pupils.

2, (ii). Pupils from the Travelling Community

Some pupils from the Travelling Community enrolled in Rosedale School may have extended absences noted as category E (other).

In circumstances as these, when such absences are twenty days or more, returns to the N.E.W.B. are recorded as category E (other).

If absences of more than twenty days are recorded, the school may contact the teacher for pupils from the travelling community if concerned.

2, (iii). Unexplained Absences of twenty school days or more than twenty school days. Unexplained Cumulative absences of twenty school days or more than twenty schooldays.

Families are provided with information on recording non-attendance at school at the start of the school year.

Absences of twenty days or more than twenty days are recorded as category/ies provided by Absence Explanation Note, or contact with family.

If neither explanation note/contact with the family provides a category for the returns form to the N.E.W.B., such absences will be recorded as category F (Unexplained)

The Deputy Principal will inform the Principal of such incidences and contact will be made with the family informing them of the situation.

3. Share Placements with another National School

3, (i). Shared/Dual placements are understood by the school to be of benefit to some pupils and are desired by some families. Such placements can place administration and classroom management challenges to the school but will be considered by request.

Decision on such placements will only be made in consultation with the family, S.E.N.O and the other school.

- 3, (ii). If a pupil avails of a dual placement with another Primary School, on those days the pupil attends Rosedale School; their attendance/non-attendance is recorded as per Rules for National Schools, rule 55. For the days the pupil does not attend Rosedale School the Roll Book is not recorded.
- 3, (iii). The Leabhar Tinreamh will reflect the days the pupil is in attendance in Rosedale School.

The Leabhar Tinreamh will reflect the days the pupil is not in attendance in Rosedale School.

- 3, (iv). Rosedale School is not responsible for recording/reporting attendance or non-attendance for the other school.

4. Dual/Shared Placement with a private Pre-School.

- 4, (i). Rosedale School offers five day placements only. Exception 3(i).
- 4, (ii). Where a family chooses for their child to attend a private pre-school, a letter will be requested by the school confirming this decision, and detailing the days the pupil will not be in attendance.
- 4, (iii). The School Roll and Leabhar Tinreamh will reflect the five day school placement. On those days that pupil attends the private pre-school, the pupil will be marked absent.
- 4, (iv). N.E.W.B. returns. All other absences are recorded as at (1) above.
(Absences from School)
The days that the pupil is absent due to attendance at pre-school will be noted for the N.E.W.B. as Category E (other), and at twenty and more school days absent will be returned to the N.E.W.B. as category E.
(Other).
The School will inform the N.E.W.B. that the pupil attends a private pre-school at the family's request and that a letter is on file confirming this.
- 4, (v). Rosedale School takes no responsibility for recording attendance/non-attendance at private pre-schools.
- 4, (vi). If any change in circumstances results in a pupil no longer attending a private pre-school, that pupil may avail of the five day placement initially offered by Rosedale School.

5. Prolonged Late Arrival At School

- 5, (i). School transport is provided for pupils of Rosedale School on application to the Department of Education and Skills.
- 5, (ii). If a family does not avail of school transport, and a late arrival at school past 10.30 a.m. is noted, the pupil will be marked absent.
- 5, (iii). The incidence of continuous late arrival beyond 10.30 a.m. will be brought to the attention of the school principal and the family will be contacted.
- 5, (iv). Prolonged late arrival which results in a pupil being marked absent for twenty school days or more will be returned to the N.E.W.B. as appropriate Category explained or unexplained. If unexplained, (2III) will apply.

Presented to the Board of Management

Ratified by the Board of Management
