



Attendance/Participation Policy for Coláiste Bhríde

1 Policy Statement:

- 1.1 Coláiste Bhríde subscribes to and conforms to the Attendance/Participation Policy of Kildare Wicklow Education Training Board (KWETB) and all relevant statutory legislation (TUSLA, Developing A Statement of Strategy for Attendance: Guidelines for Schools, 2015) copies of which are available from the school.
- 1.2 The aims of this policy is
 - (i) to encourage good school attendance for all students
 - (ii) to promote best practice in relation to monitoring student attendance

2 Parental Responsibility

- 2.1 Coláiste Bhríde affirms that parents have the primary responsibility for ensuring that children of compulsory school going age attend school consistently once they are enrolled at school and bearing in mind that **they are obliged to complete three years of post primary education up to their sixteenth birthday.**
- 2.2 Coláiste Bhríde affirms that parents have a both a social and educational responsibility to ensure that students attend school consistently throughout the academic year regardless of age or status and they should ensure that their children complete their education. In addition, parents should be aware of the negative effects of absenteeism from school as outlined in 6.2 (B)
- 2.3 Coláiste Bhríde affirms that parents have an obligation to notify the school principal or his/her nominee, in the form of a written explanation or a doctor's cert, explaining the reason for each absence during the absence if the student is absent for more than three days or on their immediate return to school.

3 Principal's Responsibility:

- 3.1 A register of all students who have been admitted to the school will be maintained by the Principal of Coláiste Bhríde.

- 3.2 Coláiste Bhríde affirms that a student, who has not reached the age of 16 years or who has not completed three years of post primary education, cannot be removed from the register, except
- (a) For inter-school transfer and then only after all details regarding attendance and educational progress have been issued to the new school.
 - (b) Where for whatever reason a student is removed from the school under the Education (Welfare) Act 2000 Section 20 (4).
- 3.3 Coláiste Bhríde affirms that the Principal shall, consult with the principal of said school before admitting a student from another second level school. The principal shall notify the principal of said school afterwards that he/she has/has not registered said student in Coláiste Bhríde.
- 3.4 Coláiste Bhríde affirms that the Principal must maintain a record of attendance and non-attendance on each school day or part thereof of each student registered at the school, which specifies the fact of attendance or failure to attend and the reasons for such failure.
- 3.5 Coláiste Bhríde affirms that the Principal must notify the Education Welfare Service of TUSLA, the Child and Family Agency (TUSLA) as follows:
- Where a student is suspended for a period of 6 days or more in one school year.
 - Where the aggregate number of school days on which a student is absent (for whatever reason) during a school year is more than 20 days.
 - Where, for whatever reason, a student's name is removed from the register in accordance with the Education (Welfare) Act 2000 Section 20(4) and under Section 3.2 above.
 - Where in the opinion of the Principal, a student is not attending school regularly and the reasons for such non-attendance. In addition, such information should be available to the Board of Management, as appropriate.
 - Where a proposal for expulsion has been agreed by the Board of Management.
- 3.6 Coláiste Bhríde affirms that the principal may at his/her discretion, delegate duties regarding school attendance to other professionals working in the school.

4. School's Responsibility:

4.1 Coláiste Bhríde maintains a caring and pastoral ethos with regard to students. It will promote good school attendance and participation for all students through the following examples:

- Positive school climate/respectful relationships
- Rewards
- Vigilance re: bullying
- Learning supports
- Extra-curricular engagement
- Parental engagement

4.2 Coláiste Bhríde shall in as far as is possible be required to co-operate with TUSLA and with the Educational Welfare Officer and shall seek to establish good and positive relationships with them.

4.3 Coláiste Bhríde endeavours to support students who present with poor attendance in the following ways:

- Engaging with students/ developing a pupil personal plan
- Engaging with Parents

5 Board of Management's Responsibility:

5.1 The Board of Management of Coláiste Bhríde shall ensure that the statutory obligations of the school with regard to school attendance and participation are adhered to.

5.2 The Board of Management of Coláiste Bhríde shall submit a report on attendance levels in the school to the Educational Welfare Officer, to the Parents' Association and to KWETB not later than 6 weeks after the end of the school year.

5.3 Coláiste Bhríde shall ensure that all information is collected and issued in accordance with the Data Protection Act (1988) and Data Protection (Amendment) Act 2003.

5.4 Coláiste Bhríde shall ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly.

6. Statement of Strategy:

6.1 As per The Education (Welfare) Act 2000 Section 22(1) and 22(2) and TUSLA, Coláiste Bhríde has drawn up a Statement of Strategy with regard to

attendance/participation, subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998 and KWETB. (See Appendix 1)

- 6.2 In accordance with the school's *Policy on Homework and Study* it is the responsibility of students who are absent from class/school for any reason to find out details of work missed. This applies also to students who miss class due to sporting or other extra-curricular activities.

7. Conclusion:

- 7.1 Implementation of a proactive attendance and participation policy ensures that high standards to provide quality education are maintained in Coláiste Bhríde. The continued involvement of parents/guardians, students and educational personnel is paramount to a child's successful completion of their second level education in Coláiste Bhríde.
- 7.2 This policy has been developed in partnership with all relevant stakeholders.