

Attendance and Punctuality

All absences must be explained in writing by parents on the day the student returns to the school, (Please use appropriate section of school journal). **This note can be handed to the Deputy Principal or placed in the Deputy Principal's post box.**

If a student is to be absent for more than one school day, parents should contact the school secretary by telephone. If an appointment with a doctor, dentist etc. is to be arranged, it should where possible, be arranged after school time. If this is not possible, the school should be informed in advance of such an appointment. For such appointments during school time, a note of explanation is required from parent(s)/guardian(s). This must be **shown to the Deputy Principal before 08.50am. The Deputy Principal will sign this note to grant permission for the student to be released.**

Persistent poor attendance will be notified to the proper authorities – NEWB National Education Welfare Board. Absence from class cannot be used by students as an excuse for falling behind in their work.

Any student arriving late to school **must come with a written explanation from parents/guardians.** A **Late Note stamp on journal** from the School Office is required for entry into class. **This late note must also be signed by the Principal/Deputy Principal.**

Persistent absences will result in the parents being asked to come to the school **to meet with the Principal and Deputy Principal.**

The Educational Welfare Services of the Child and Family Agency works collaboratively and cohesively with schools to secure better educational outcomes for children and young people.

Schools are obliged by law under the Education (Welfare) Act, 2000 to submit reports on school attendance to the Educational Welfare Services of the Child and Family Agency.

If a student misses a day, please follow the guidelines from section 3 of the school rules.

If a student is absent for more than 3 consecutive days, the Deputy Principal will make contact with the parents/guardians of that student.

Once 20 days are missed by any student under the age of 16, in any academic year, it is a legal requirement for the Deputy Principal to report this absenteeism to the NEWB.