

ABBHEY VOCATIONAL SCHOOL DONEGAL TOWN



Attendance Policy

&

Statement of Strategy for School Attendance

October 2015

ATTENDANCE AND PARTICIPATION POLICY OF THE ABBEY VOCATIONAL SCHOOL

“Abbey Vocational School is dedicated to the holistic development of students in a caring environment where tolerance and respect are nurtured and valued”

Excerpt from Mission Statement

1. RATIONALE

The Attendance and Participation Policy has been developed as part of the Abbey Vocational School commitment to providing a supportive learning environment, which enables all students who attend the school to achieve their full potential. The school endeavours to co-operate with parents/guardians in promoting the full and balanced development of their children and in instilling in students the importance of attendance, punctuality and participation in all areas of life.

The school has a duty to monitor attendance and to act on non-attendance, so that students can be supported to complete their programmes of study.

Students who actively participate in their learning by attending classes regularly are more likely to:

- Enjoy a rewarding experience in which their knowledge, skills and abilities are developed
- Successfully complete their schooling
- Achieve better examination results

This strategy applies to the students, staff and parents of the Abbey Vocational School and relates to all aspects of school attendance and punctuality. This strategy was drawn up in consultation with all the school partners, including the Board of Management, staff, parents and students.

2. OBJECTIVES

Through implementation of this strategy the Abbey Vocational School expects to:

- encourage full attendance at school
- highlight the importance of punctuality and attendance amongst students and parents
- positively enforce punctual attendance morning and evening and at each class throughout the day
- maintain an effective attendance record-keeping system through our VSware system
- develop suitable intervention strategies to improve school attendance and punctuality

3. POLICY CONTENT

3.1 TUSLA - Child & Family Agency

Under legislation every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school; whichever comes later. TUSLA the Child & Family Agency was established to support school attendance and follow up on children who are not attending school regularly.

Parents/Guardians must notify the school if a child is absent and provide a reason for the absence. It is school policy that explanations must be given in writing. The school will notify the Child & Family Agency if a child is absent for 20 days or more or where the absence gives rise for concern (See Appendix 1). This is outlined below:

3.2 The Education (Welfare) Act 2000, Section 18

Where a child is absent from the school at which he or she is registered during part of the school day, a school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the Code of Behaviour, prepared by the school under section 23, notify the Principal of the school of the reasons for the child's absence.

3.3 The Education (Welfare) ACT 2000, Section 21 (4)

The Principal of the school concerned shall inform, by notice of writing the Educational Welfare Officer,

Where:

- 1) A student is suspended from a recognised school for a period of not less than 6 days
- 2) The aggregate number of school days on which a student is absent from a recognised school during a school year is not less than 20 days

4. Procedures and Practices in Place to Ensure Attendance and Participation:

- Teacher-student relations are seen as crucial to students' sense of belonging and attendance
- Teacher expectations project the belief that all students can succeed academically
- The varied curriculum addresses the needs of all students
- Students are encouraged to participate in a wide range of curricular and extra-curricular activities
- Teachers use a wide range of teaching methodologies in order to engage the students in the learning process
- Lateness is addressed as an indication of the beginning of an attendance problem
- Personal (phone) contact with parents on attendance is regularly made
- Letters are sent home (Appendix 1)
- Parent information leaflet is sent home (Appendix 6)
- Peers are encouraged to liaise with non-attenders in relation to homework
- Interagency support is regularly sought to respond to attendance issues effectively
- Intensive support from the Education Welfare Service is sought on an ongoing basis
- The student support team assist in supporting non attenders
- The year head tutor system provides ongoing support to poor attenders
- The school uses VShare to monitor attendance and punctuality
- Parents have access to VShare from home and can view their child's attendance for all classes
- Texts are sent promptly each morning to parents of absent students unless the school has been notified in advance of their child's absence
- Parents are asked to telephone the school in the morning or send in a note the next day if their child was absent that day
- An attendance letter box is positioned outside the front office
- Attendance Officers monitor attendance and punctuality patterns and liaise with Class Tutors and Year Heads. Parents are contacted where necessary
- School reports include a breakdown of attendance and punctuality for the relevant period

Duties of staff: (See Appendix 4)

- All subject teachers take a record of attendance on VShare at each class
- Notes and reasons for absences etc. to be entered on VShare by the office
- Office will complete CHILD & FAMILY AGENCY Returns in conjunction with the Post Holder
- Office to liaise with Post Holder on relevant information
- Annual reports on attendance are submitted to Tusla

Post Holder Duties: (See Appendix 5)

- Checking VSware for attendance details
- Inform Year Head of any related issues
- Assist office with CHILD & FAMILY AGENCY Returns (Oct, Dec, Feb, Apr and Annual Return in May)

After five days of unexplained absences: (See Appendix 2)

- A first letter as enclosed to be sent to parents requesting reasons for absences
- Notes (with dates of absence) / certs / details to be returned to the office and entered on VSware

After ten days of unexplained absences:

- A second letter as enclosed to be sent to parents requesting reasons for absences
- Notes (with dates of absence) / certs / details to be returned to the office and entered on VSware

After 15 days or more of unexplained absences:

- A third letter as enclosed to be sent to parents requesting reasons for absences
- Notes (with dates of absence) / certs / details to be returned to the office and entered on VSware
- Inform Year Head
- Inform Principal/Deputy Principal
- Meeting to be held with Parents and Year Head. Note outcome

Year Head Duties: (See Appendix 3)

1. Inconsistencies with attendance during the day

- Class teachers to inform Year Heads when a student is absent from class on five occasions or more
- Year Heads to liaise with Post Holder and contact home - encourage parents to follow attendance on VSware
- Arrange meeting with parents if this persists

2. Morning Lates

- Year Heads to print out/check on screen number of morning lates – see attached sheet for details
- Year Heads to place student on detention following three unexplained/unreasonable/unexcused morning lates
- Letter to be sent home in cases where a student is persistently late – sample letter attached

3. Late to class

- Class teachers will use their own classroom management to enforce punctuality in their classroom
- Where a student is persistently late to class - class teachers will complete a Referral Form for the appropriate Year Head

6 ATTENDANCE INCENTIVES

The Abbey Vocational School will recognise students' who achieve full attendance in the school year by presenting the students with a certificate of full attendance.

7 DISCIPLINARY CONSEQUENCES

7.1 Disciplinary actions consistent with the Code of Behaviour will be imposed by the Principal, Deputy Principal and Year Heads for unexcused absences. Individual class teachers will impose sanctions for lateness consistent with the Code of Behaviour.

MONITORING, REVIEW AND EVALUATION

Senior management in conjunction with staff and the Board of Management will carry out the implementation, monitoring, review and evaluation of this policy.

This policy was ratified by the Board of Management on:

Date: _____

Signed: _____
Chairperson of the Board of Management

Date of ratification by the Board of Management:	
Review due on:	

SECTION 2

Statement of Strategy for School Attendance	
Name of school	Abbey Vocational School
Address	The Glebe, Donegal Town, Co Donegal.
Roll Number	71180F
The school's vision and values in relation to attendance	<p>An Attendance and Participation Policy has been developed as part of the Abbey Vocational School's commitment to providing a supportive learning environment, which enables all students who attend the school to achieve their full potential. The school endeavours to co-operate with parents/guardians in promoting the full and balanced development of their children and in instilling in students the importance of attendance, punctuality and participation in all areas of life.</p> <p>The school has a duty to monitor attendance, and to act on non-attendance, so that students can be supported to complete their programmes of study.</p> <p>Students who actively participate in their learning by attending classes regularly are more likely to:</p> <ul style="list-style-type: none"> ➤ Enjoy a rewarding experience in which their knowledge, skills and abilities are developed ➤ Successfully complete their schooling ➤ Achieve better results
The school's high expectations around attendance	<p>Students are expected to be in attendance daily, to be punctual and to participate in all aspects of school life so that each student can maximise his/her potential. Students who fail to have a satisfactory attendance record will be reported to the relevant state authorities in accordance with the Education (Welfare) Act 2000.</p> <p>Through implementation of this strategy the Abbey Vocational School expects to:</p> <ul style="list-style-type: none"> • To encourage full attendance at school • To highlight the importance of punctuality and attendance amongst students and parents • To positively enforce punctual attendance morning and evening and at each class throughout the day • To maintain an effective attendance record-keeping system through our VSware system • To develop suitable intervention strategies to improve school attendance and punctuality
How attendance will be monitored	<ul style="list-style-type: none"> • Regular attendance at school is expected (i.e. all day every day). A student absent from school for a day or days must have a note of explanation written in the School Journal and the note must be written and signed by the parent. This note must be presented to the office. • Attendance is monitored by all subject teachers on VSWare • VSware is accessible from home by all parents • Texts are sent promptly each morning to parents of absent students unless the school has been notified in advance of their child's absence • Parents are asked to telephone the school in the morning or send in a note the next day if their child was absent that day • An attendance letter-box is positioned outside the front office

	<ul style="list-style-type: none"> • Attendance Officers monitor attendance and punctuality patterns and liaise with Form Teachers and Year Heads • Parents are contacted where necessary • Phone call home by year head when concerns arise • School reports include a breakdown of attendance and punctuality for the relevant period <p><i>After five days of unexplained absences:</i></p> <ul style="list-style-type: none"> • Letter as enclosed to be sent to parents requesting reasons for absences • Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare <p><i>After ten days of unexplained absences:</i></p> <ul style="list-style-type: none"> • Letter as enclosed to be sent to parents requesting reasons for absences • Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare <p><i>After 15 days or more of unexplained absences:</i></p> <ul style="list-style-type: none"> • Letter as enclosed to be sent to parents requesting reasons for absences • Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare • Inform Year Head • Inform Principal/Deputy Principal • Meeting to be held with Parents and Year Head. Note outcome
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<p>Target Setting:</p> <ul style="list-style-type: none"> • All staff take responsibility for monitoring attendance • A swift follow up on lack of attendance taken • Post holder for monitoring attendance as part of scheduled of posts • Plans in place to monitor attendance • Plans in place to follow up on attendance • Plans in place to support those who do not attend well <p>Whole School Approach:</p> <ul style="list-style-type: none"> • Attendance is seen as a whole school matter • All subject teachers do a roll call each day on VShare • A consistent approach is taken to the area of attendance • Subject teachers report to the Year Head if students are not attending well <p>Promoting Good Attendance:</p> <ul style="list-style-type: none"> • Teacher-student relations are seen as crucial to students' sense of belonging and attendance • Teacher expectations project the belief that all students can succeed academically • The varied curriculum addresses the needs of all students • Students are encouraged to participate in a wide range of curricular and extra-curricular activities • Teachers use a wide range of teaching methodologies in order to engage the students in the learning process • Lateness is addressed as an indication of the beginning of an attendance problem <p>Responding to poor attendance</p> <ul style="list-style-type: none"> • Personal (phone) contact with parents on attendance is regularly made • Letters are sent home. (Appendix 1) • Parent information leaflet is sent home (Appendix 6)

	<ul style="list-style-type: none"> • Peers are encouraged to liaise with non-attenders in relation to homework • Interagency support is regularly sought to respond to attendance issues effectively • Intensive support from the Child & Family Agency is sought on an ongoing basis • The student support team assist in supporting non attenders • The Year Head tutor system provides ongoing support to poor attenders
School roles in relation to attendance	<p>Duties of staff:</p> <ul style="list-style-type: none"> • All subject teachers take a record of attendance on VShare at each class • Notes and reasons for absences etc. to be entered on VShare by the office • Office will complete CHILD & FAMILY AGENCY Returns in conjunction with the Post Holder • Office to liaise with Post Holder on relevant information • Annual reports on attendance are submitted to Tusla <p><u>Post Holder Duties:</u></p> <ul style="list-style-type: none"> • Checking VShare for attendance details • Inform Year Head of any related issues • Assist office with CHILD & FAMILY AGENCY Returns (Oct, Dec, Feb, Apr and annual return in May) <p><i>After five days of unexplained absences:</i></p> <ul style="list-style-type: none"> • Letter as enclosed to be sent to parents requesting reasons for absences • Notes (with dates of absence) / certs / details to be returned to the office and entered on Vshare <p><i>After ten days of unexplained absences:</i></p> <ul style="list-style-type: none"> • Letter as enclosed to be sent to parents requesting reasons for absences • Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare <p><i>After 15 days or more of unexplained absences:</i></p> <ul style="list-style-type: none"> • Letter as enclosed to be sent to parents requesting reasons for absences • Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare • Inform Year Head • Inform Principal/Deputy Principal • Meeting to be held with Parents and Year Head. Note outcome <p><u>Duties of Year Head:</u></p> <p>4. Inconsistencies with attendance during the day</p> <ul style="list-style-type: none"> ○ Class teachers to inform Year Heads when a student is absent from class on five occasions or more ○ Year Heads to liaise with Post Holder and contact home - ensure parents are following attendance on VShare ○ Arrange meeting with parents if this persists
Partnership arrangements (parents, students, other schools, youth and community groups)	Support from Child & Family Agency Liaison with local agencies – Foróige etc. Strong links with PA
How the Statement of Strategy will be monitored	<ul style="list-style-type: none"> • Whole school community review annually • Attendance officer will regularly review and evaluate • Once per term check on attendance figures in relation to national averages and to general trend

Review process and date for review	June 2016
Date the Statement of Strategy was approved by the Board of Management	
Date the Statement of Strategy submitted to Tusla	

SAMPLE LETTER 1

INTRODUCTORY LETTER FROM SCHOOL TO ALL PARENTS CONCERNING THE EDUCATION (WELFARE) ACT 2000.

Dear Parent/Guardian,

I am writing to tell you a little about the Education Welfare Act, 2000 and about some of the responsibilities we now share under the Act.

THE IMPORTANCE OF A GOOD EDUCATION

As you know, a good education gives your child the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the Leaving Certificate.

CHILD & FAMILY AGENCY

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school whichever comes later. The Child & Family Agency (TUSLA) was established to support school attendance and follow up on children who are not attending school regularly.

OUR SCHOOL POLICY

As a parent, you must let the school know if your child is absent and the reason why. It is school policy that reasons must be given in writing. The school will notify the Child & Family Agency if a child is absent for 20 days or more or where the absence gives rise to concern.

If your child is sick or is absent for other good reasons, no action will be taken by the CHILD & FAMILY AGENCY. However, if there is concern about your child's attendance at school or about the reasons given, you may be visited by an Educational Welfare Officer who will discuss your child's education with you. The Officer will work with you and take full account of the circumstances of the child and the family before deciding what further action is necessary to ensure that the child receives his/her entitlement to an education.

Further information concerning the new service and about school attendance matters generally can be obtained from the national Lo-Call Education Helpline (Telephone 1890 36 36 66) which is staffed by an Educational Welfare Officer.

Yours faithfully,

SAMPLE LETTER 2

LETTER TO PARENTS REGARDING A CHILD'S ABSENCE WHERE THERE NO CONTACT HAS BEEN MADE WITH THE SCHOOL

Dear Parent/Guardian,

I am writing to regarding <Insert name> attendance at school.

<Insert name> has been absent on the following days < insert days>. The school has not received any letter or contact from you. You are asked to contact the school as soon as possible to arrange an appointment to discuss the matter with <name of teacher>.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary whichever comes later. When your child is absent, you as parent must let the school know the reason for this absence every time. It is school policy that you do this in writing.

Thank you for your co-operation in this matter.

Yours faithfully,

SAMPLE LETTER 3

LETTER REGARDING A CHILD'S ABSENCE WHERE THE SCHOOL IS CONCERNED ABOUT A CHILD'S NON ATTENDANCE AND THE CONCERN IS BEING PASSED TO THE CHILD & FAMILY AGENCY.

Dear Parent/Guardian,

I am writing to you for the second time regarding <Insert name> attendance at school.

<Insert name> has been absent on the following days <insert days>.

The school has written to you about this matter but has not received an explanation from you. The school is now very concerned that < Insert name> is not receiving an education and we will be writing to the Child & Family Agency to pass on our concern. An Educational Welfare officer may therefore be in contact with you shortly to discuss the matter further.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education whichever comes later. When a child is absent, you as parent must let the school know the reason for the absence every time. It is school policy to do this in writing.

If you wish to discuss < Insert name> attendance, please contact the school to arrange an appointment to meet with <name of teacher> as soon as possible.

Thank you for you co-operation in this matter.

Yours faithfully,

SAMPLE LETTER 4

LETTER REGARDING A CHILD'S ABSENCE WHERE THE SCHOOL IS NOT CONCERNED ABOUT THE PATTERN OF ABSENCES BUT WHERE THE CHILD'S NAME IS BEING PASSED TO THE CHILD & FAMILY AGENCY

Dear Parent/Guardian,

I am writing to you for the third time regarding <Insert name> attendance at school who has been absent on the following days <insert days>.

Because <insert name> has now been absent for 20 days, the school must pass the information to the Child & Family Agency. An Educational Welfare Officer may therefore be in contact with you to discuss the matter further.

OR

Because <insert name> has been absent through illness, the school will be reporting the absence in the normal way but will not be informing the Child & Family Agency that it is concerned about your child's educational welfare.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education whichever comes later. When a child is absent, you as parent must let the school know the reason for the absence every time. It is school policy to do this in writing.

If you wish to discuss < Insert name> attendance, please contact the school to arrange an appointment to meet with <name of teacher> as soon as possible.

Thank you for you co-operation in this matter.

Yours faithfully,

\${PostalTitle}
\${AddressLine1}
\${AddressLine2}
\${AddressLine3}
\${AddressLine4}
\${County}

\${Datedddmmyyyy}.

Dear \${PostalTitle},

NOTIFICATION OF PERSISTENT LATENESS TO CLASS

Student Name: \${FullName} - \${Class}

This is to inform you that **\${FirstName}** has been late this month on the following dates:

\${FirstName} has already been on detention for this. This is a very serious matter and may warrant further action by the school authorities if this persists.

Please attend the following meeting on _____ at _____ in order to discuss this matter.

Geraldine Diver,
Principal.

Dear \${PostalTitle},

You are invited to attend the above meeting. Please complete this section and return it to the school for the attention of the Principal.

I will attend the above meeting _____

Please tick as appropriate

I am unable to attend the meeting but would appreciate an alternative appointment _____

\${PostalTitle}
 \${AddressLine1}
 \${AddressLine2}
 \${AddressLine3}
 \${AddressLine4}
 \${County}

\${Dateddmmmyyyy}.

Dear \${PostalTitle},

Student Name: \${FullName} - \${Class}

This is to inform you that **\${FirstName}** has been absent from school for **\${AbsentCount}** days during the above period.

We are bound under the **Education Welfare Act** to constantly monitor student attendance at school. The number of days on which each student has been absent must be communicated by us to parents on a regular basis, regardless of the reason for the absence.

The reason why a student is absent must be notified to school authorities by being recorded in the student’s journal by parent/guardian and presented to the school office.

In order to make progress at school, regular attendance is essential. Poor school attendance is often reflected in lower exam grades. We would appreciate your co-operation in ensuring that your child attends school regularly. Please refer to the VShare package to view your child’s attendance and complete the form below and return it to the school office as soon as possible.

 Geraldine Diver,
 Principal.

 Eileen Carr,
 Attendance co-ordinator.

 -
Class: \${Class} - \${FullName} - \${AbsentCount} Absences

Date: _____	Reason: _____

Signed: _____ (Parent/Guardian) Date: _____

Year Head – checking attendance / late**Attendance – go to this tab in VSware****Attendance Crosstab (on left hand side under Overview)****Start Date – 25th August 2014****End Date – present day****Roll – AM****Day Type – Full****Choose Class – Tick your own class – 1A, 1B, 1C, etc.. (At this stage you can check all of the classes in your group or do it class by class whichever you prefer).****Year Group – Tick your own year group – 1st year, 2nd year, 3rd year etc...****Go – (this will give you an overview of all categories for the specific group you are checking.****At this stage you can just print it off by clicking on Export to PDF*****This will show you the number of***

Abs	-	Absences
Sus	-	Suspensions
Late	-	Lates at 9am only
Ill	-	Illness
Oth	-	Explained absence
Hol	-	Holidays
Sch	-	School Activity
S/I	-	Signed in late with a note
Total	-	Overall total of absences for the student

Marking of Registers & Student Attendance

Teaching Staff

In order to increase the accuracy of attendance monitoring please be reminded of the following and note the change regarding the first period in the morning - Students will NOT report to the office during the first period.

Marks to be used: “ABS” - Absent
 “Late” - Late (when a student has NO note)
 “S/I” - Sign In (when student has a note)

Registration: Period 1

If a student comes late into your class you must change it on VSware to show this. Change “ABS” to “Late” if they have no note. If the student has a note please enter them as “S/I” signed in.

It has happened that some students who came late to their first class of the day were marked absent for the day as they were not marked as being “Late”.

A text is sent home every day to parents so this information needs to be accurate. Teachers should NOT change the 9am roll following the first period. If a change needs to be made or a mark amended they need to go through the office to do so. (Otherwise the official roll books which are a legal requirement by the Department of Education and Skills will be incorrect).

School Activities:

- Any teacher who is involved in taking a group of students away out of school/class **MUST** leave a list of those students into the office.
- Any student whose name is on the list but for some reason does not go away with the team/group, please inform the office beforehand so that the rolls can be amended properly.
- If a game or activity is cancelled - the office needs to be informed of this as soon as possible.
- Could teachers who have a sports team please check your team list on VSware and inform the office if any changes have occurred so the list can be amended.

Signing out:

- Any teacher who sends a student down town during the day should write the student a note which should then be signed by the Principal/Deputy Principal or a Year Head before going to the office to “SIGN OUT”.
- Any student who needs to “SIGN OUT” during the day **MUST** have a note from home in their journal. This note needs to be signed by the Principal/Deputy Principal or their Year Head before going to the office to “SIGN OUT”. If a student does **NOT** sign out at the office, the Principal will contact their parents.

REMINDER: Please continue to mark rolls for every period throughout the day as this highlights if a student has left school without permission.

EXPLANATION OF ATTRIBUTES FOR ATTENDANCE:

The following are the only 3 attributes to be used by teachers

- Abs - Absences**
- Late - Lates at 9am only**
- S/I - Signed in late with a note**

The following attributes are to be used ONLY by the office

- Sus - Suspensions**
- Ill - Illness**
- Oth - Explained absence**
- Hol - Holidays**
- Sch - School Activity**

Important

- Any teacher who is involved in taking a group of students away out of school/class (for any reason) **MUST** leave a list of those students into the office.

Marking of Registers & Student Attendance

STUDENTS

*In order to increase the accuracy of attendance monitoring please be reminded of the following and note the change regarding the first period in the morning -Students will **NOT** report to the office during the first period.*

Registration: Period 1

- If you arrive late to school please go directly to your class. Your teacher will mark you as “**Late**” if you have no note and “**Signed In**” if you have a note.
- If you are involved in an activity or sports event you must go to your class for registration otherwise you will be marked absent for the day and your parents will be contacted.
- Any teacher who is involved in taking a group of students away out of school/class leaves a list of those students into the office where this information is then inputted into Vsware and this amends any inaccuracies with regards to roll calls throughout the school day.

Period 2 onwards

- If you come into school after the first class (after 9.40am) you **MUST** “**Sign In**” at the office. You also need to have a note in your journal and have the date on it. The register will then be changed and you will be marked **PRESENT** for that day.
- If you **DO NOT** go to the office after 9.40 am with a note to sign in, you will be marked **ABSENT** for the day and your parents will be informed of your absence.

Signing out:

- IF you need to “**SIGN OUT**” during the day you **MUST** have a note from home in your school journal. This note needs to be signed by the Principal/Deputy Principal or your Year Head before going to the office to “**Sign Out**”.
- If you do **NOT** sign out at the office, the Principal will contact your parents.

Attendance and Lates

Attendance:

Notes and reasons for absences etc. to be entered on VShare by the office

Office will complete CHILD & FAMILY AGENCY Returns in conjunction with the Post Holder.

Office to liaise with Post Holder on relevant information

Post Holder Duties:

- Checking VShare for attendance details
- Inform Year Head of any related issues
- Assist office with CHILD & FAMILY AGENCY Returns (Oct, Dec, Feb, Apr and annual return in May)

After five days of unexplained absences:

- Letter as enclosed to be sent to parents requesting reasons for absences
- Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare

After ten days of unexplained absences:

- Letter as enclosed to be sent to parents requesting reasons for absences
- Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare

After 15 days or more of unexplained absences:

- Letter as enclosed to be sent to parents requesting reasons for absences
- Notes (with dates of absence) / certs / details to be returned to the office and entered on VShare
- Inform Year Head
- Inform Principal/Deputy Principal
- Meeting to be held with Parents and Year Head. Note outcome

Year Head:

5. Inconsistencies with attendance during the day

- Class teachers to inform Year Heads when a student is absent from class on five occasions or more
- Year Heads to liaise with Post Holder and contact home - ensure parents are following attendance on VShare
- Arrange meeting with parents if this persists

6. Morning Lates

- Year Heads to print out/check on screen number of morning lates – see attached sheet for details
- Year Heads to place student on detention following three morning lates
- Letter to go home in cases where a student is persistently late – sample letter attached

7. Late to class

- Class teachers will use their own classroom management to enforce punctuality in their classroom
- Where a student is persistently late to class - class teachers will complete a referral form for the appropriate Year Head