### **Attendance Policy**

**Introductory Statement**

The aim of this policy is to ensure that all children are enabled to reach their full potential through attending school every day. When a child is absent or late for school, they miss out on both educational and social/emotional needs. It is difficult for children who are frequently absent to maintain their friendships and learn effectively. By law, any child who misses 20 days must be reported to Túsla.

### **Túsla and absenteeism**

Túsla is the body responsible for ensuring that all children in our school are being looked after. They aim to ensure that children are not neglected or abused. Absenteeism is one of the most common issues that the organisation deals with. Schools are responsible for submitting attendance reports each year. When a child misses 20 school days, Túsla may become involved in investigating the cause.

### **Recording Attendance**

Every day in school, children’s attendance is recorded on Aladdin before 9.30am. When a child is absent when the roll is called, he/she is marked absent. If the child arrives to school after this time, they may be changed to Late and a reason for their late arrival noted.

When a child is absent, it is the parent/guardian’s responsibility to issue a reason for the absence through the Aladdin app or via phone/note. The reason for the absence must be given or else the absence will be marked as ‘unexplained’. If a child has 20 or more ‘unexplained’ absences, the school is obliged to report this to Túsla in the termly attendance report.

**Late Arrivals**

School starts at 8:30am in Kildare Town Educate Together. We recognise the importance of children arriving to school on time. Children who are late, miss vital settling in time with their class. This can often have an impact on the child for the rest of their morning, hindering their learning.

Class teachers monitor punctuality on a daily basis. If a child arrives at school late, the class teacher will record the number of minutes the child has missed. This information will be communicated to parents if/when the need arises.

We ask that if you know your child is going to be late for school, you advise the class teacher or the office in advance.

### **Late Collections**

School ends at 13.10 for infants and 14.10 for other classes in Kildare Town ET. We ask that you are prompt when collecting your child as lateness can cause undue stress for the child as well as inconvenience for the teacher. While teachers will in general act “in loco parentis”, in unforeseen circumstances; continuing or excessive lateness may result in further action from the school. This may be in the form of contact with the gardaí or Túsla.

Although the school day ends at 14.10, teachers are responsible for the supervision of children until they are collected by an adult. Should a teacher be unable to supervise a child for any reason, it is their responsibility to ask a colleague to supervise that child and ensure that the child is aware of this situation.

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| **Date of Review** | **October 2020** |
| **Next Review** | **October 2023** |

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