MEADOW HEIGHTS PRIMARY SCHOOL

STUDENT ATTENDANCE POLICY

RATIONALE:
At Meadow Heights Primary School we believe that a high level of school attendance is an essential element in aiding students to achieve their scholastic potential. The school also believes that a working partnership based on effective communication between parents and teachers, is the primary mode of addressing student absenteeism.

AIMS:
1-to ensure that the Department of Education requirements for monitoring student attendance are adhered to,
2-to ensure that parents gain an understanding of the schools policy on attendance,
3-to communicate to the parents the students attendance requirements under the Community Services act 1970,
4-to identify students who are habitually absent and instigate the set procedure to address the problem, and
5-to assist parents of children with unsatisfactory attendance.

STRATEGIES:
1-The Student Welfare Committee will oversee the implementation of the policy,
2-Teachers at the class level will record student attendance and absences on the class roll.
3-The Student Welfare coordinator will monitor student absences via a C.A.S.E.S. print out, keep daily records, and in consultation with the class teacher, determine if intervention is required.
4-When a student’s absence exceeds seven absent days in a half term the parents of the student may be requested to attend an interview with the Student Welfare Coordinator for the purpose of reviewing the attendance.
5-Parents will be contacted by the Student Welfare Co-ordinator if a student has been absent continuously for three days and the school has not been notified.
6-A note must accompany verbal communication explaining an absence as soon as possible.
7-Unsatisfactorily explained absences will be addressed by the Student Welfare coordinator.
8-The school will accept notes written by the parent in their mother tongue. The note will then be translated by the Ethnic Aides.
9-Parents of students with a long term illness will be required to inform the school in writing.
10 Parents of students who are taking an extended holiday, 4 weeks or more, are required to come to the school and complete a form detailing the period of the absence. Discussion will take place between the teacher, student welfare coordinator and the parent as to the best way to address the educational needs whilst on holiday.
11- All student absences, including absences due to religious holidays, must be explained with a note to the school.
12-The achievement level of students with poor attendance will be discussed by the Student Welfare Co-ordinator, the class teacher and the parents will be made aware of the outcome.
13-If school absence is chronic and all required procedures have not resolved the matter, the school will refer the matter to the Department of Education. The Department may then engage Section 74 (b) of the Community Services Act 1970, which provides for the appointment of summoning officers to summon parents for infringement of attendance requirements.
14-Late attendance and Early Release will be monitored by the Student Welfare Co-ordinator.

EVALUATION:
The Student Welfare committee will be responsible for the accumulation and analysis of data that will be presented to the Education Sub Committee of School Council on the penultimate week of term.