

TERENURE COLLEGE JUNIOR SCHOOL



SCHOOL ATTENDANCE POLICY

There is a very strong tradition of excellent pupil attendance in Terenure College Junior School. However, the changing social fabric of the nation is altering attitudes to school and we are anxious that parents be aware of the absolute necessity for regular and punctual attendance at school. Quite simply, children cannot learn if they are not in school. The following strategies have been put in place to help foster an appreciation of learning and good attendance:

1. Rewards in accordance with the Code of Discipline and Class Practice.
2. The Principal at the end of the school year issues certificates and medals of Full Attendance.
3. As outlined in the Junior School Regulations parents are expected to write notifying the teacher/Principal of the reason for a pupil's absence. All absences from school must be explained by letter or by a note in the Journal. The teacher notes the reason for the absence and letters/notes are placed on pupil's file.
4. Identification of students who are at risk of developing school attendance problems. These are categorised as follows;
 - a) Irregular Absentee: 2/4 days absent in a 20-day period without a valid reason.
 - b) Serious Irregular Absentee: 6/8 days absent in a 20-day period without a valid reason.
 - c) Chronic Absentee: 10+ days absent in a 30-day period without a valid reason.



5. Appropriate contact will take place between the school and parents/guardians of these children:
 - a) For Irregular Absentees the Principal will inform the parent(s)/guardian(s) by letter of his concerns about the child.
 - b) For Seriously Irregular Absentees the Principal will write to parents inviting them to a meeting to discuss the problem.
 - c) For Chronic Absentees the Principal will inform the Education Welfare Officer and notify parents of this by letter.
6. Attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school by post as soon as we receive written notification of transfer.
7. Attendance, behaviour and academic records of children who transfer into Terenure College Junior School will be sought directly from their previous school.
8. Attendance, behaviour and academic records of pupils transferring to Secondary School will be sent to the school once enrolment has been confirmed.

This document should be read in conjunction with the Code of Discipline, Junior School Regulations and all other relevant School Policies.

