

Our Lady of Fatima



School Attendance Policy

Aims

To encourage a policy of good, regular, and punctual attendance.

- To inform our students of their role and responsibility to be good attenders.
- To inform LCA students of the 90% attendance requirement, that ensures accreditation.
- To identify pupils at risk of developing school attendance problems.
- To have procedures in place to promote good attendance.
- To develop links between school and homes of those who may have attendance problems.
- To identify and remove where possible obstacles to school attendance.
- To identify the use of a Reduced School Day Timetable, over a short period (6 weeks), to aid full attendance.

Punctuality

- Class begins at 9.00am and all pupils and staff are expected to be on time.
- School accepts no responsibility for students on the premises before 8.50am or after 2.40pm.

Parents

- It is hoped that parents will encourage good attendance and work with the school to this end.
- The school principal cannot authorise a student's absence for holidays during school time. We would encourage parents not to take holidays during term time. However, it is essential that parents inform the school of such arrangements.
- Reasons for absences must be communicated to the school preferably using the Aladdin Connect App, though a phone call or written communication is acceptable. These notices are retained for inspection by the authorities.
- Parents may be contacted by the school where absences are prolonged, worrying, or unexplained.

Class Teacher

- Maintains school roll book (Aladdin)
- Keeps a record of explained and unexplained absences (Aladdin)
- Keeps in contact with parents through Aladdin, where necessary, regarding attendance.

Principal/Deputy Principal

- Maintains school register.
- Informs EWO of irregular attendance, removal from school roll etc.
- Notifies EWO of Students on a Reduced School Day.
- Promotes good attendance.
- Maintains Aladdin and TUSLA Returns

Ratified by the Board of Management on 11th March 2008.

Reviewed on 3rd March 2016

Reviewed on 1st October 2021

Reviewed on 26th October 2022

Reviewed on 27th September 2023

Reviewed on 25th September 2024



Signed:

Chairperson B.O.M.