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## **Attendance Policy**

The staff and Board of Management at Wexford Educate Together recognises the importance of good attendance and it's positive impact on the child's social, emotional, and educational development.

The school works in conjunction with the NEWB (National Education Welfare Board) to monitor attendance at our school.

### **Lateness:**

Developing good time keeping habits is an essential life skill. School opens each day for the children at 8.40 a.m. Classes begin at 8.50 a.m. Any child who arrives late to school must call to the office. Their name is then recorded on a late sheet. Any child who arrives in school after the time of the roll call will be marked absent. Teachers may send a letter home regarding lateness if a pattern develops.

### **Absenteeism:**

Should your child be absent for any reason a written note must be sent to the class teacher detailing the reason(s) for the absence. These notes are kept by the class teacher for his/her records. If you do not send a note, the class teacher will send home a reminder.

It is school policy to write to any parents of children who miss 12 or more days of school.

We are required by law to report to the NEWB any child who misses 20 or more days of school. We also have the authority to report any cases which we deem worrying ie constant lateness, unusual patterns of absenteeism.

The school discourages any parents from taking their children out of school for holidays during the school terms.

### **Collecting Children From School Within School Hours:**

If you have to collect your child early from school for an appointment, please inform the teacher in the morning or by note. Parents please call to the office and the secretary will direct you to the class.

### **End of Year Reports:**

Absenteeism is reported on our end of year report.

The following scale is used:

0 – 4	Excellent
5 – 9	Very Good
10-14	Good
15-20	Poor
20+	Unsatisfactory

This policy was ratified by the Board of Management of Wexford Educate Together National School on 17<sup>th</sup> January 2010.

Principal: Maria Redmond

Chairperson: Gillian Hayes