

Attendance Policy

Pupils:

The Board of Management of Belmayne Educate Together National School recognizes the clear and direct relationship between high and regular school attendance and pupil progress. The Board also recognizes that high and regular attendance engenders a positive attitude to school and learning.

In accordance with the provisions of the Education Welfare Act 2000 we entrust to parents that they will be informed and assisted in relation to any attendance matters. The Board of Management and the Principal, will be happy to clarify any further matters arising from this policy

In light of the fact that absenteeism is often a complex matter, the Board of Management, from the beginning, views each child in the context of his/her family and a holistic approach to improving attendance will be followed. The Board supports the following:

- On enrolment, at the initial meeting, all Parents/Guardians will be informed of the requirements of the Education Welfare Act 2000 and the school's obligations under this act.
- All Parents/Guardians will have access to this policy via the website and may ask for a copy from the school office
- The Board of Management, on the Board's initiation, will work collaboratively with the Parent's Council with a view to improving pupil attendance.
- All pupil absence must be explained by a Parent's/Guardian's **written note** on pupil's return to school. This note should be dated, signed and contain a clear explanation for the pupil's absence.
- If the pupil required medical attention during his/her absence a doctor's certificate should be included.
- Newsletters will regularly remind Parents/Guardians of the importance of regular school attendance and the Board's obligations.
- When a pupil has accumulated 15 absences in any one school year, a standard letter informing the pupil's Parents/Guardians will be issued by the class teacher. This letter will restate the school's obligation to inform the National Educational and Welfare Board of all pupils who accumulate an aggregate of 20 school days in any one school year.
- The Home School Liaison Co Ordinator will liaise and refer if necessary families who need support

- When a pupil has accumulated an aggregate of 20 school days in any one school year, this information will be forwarded to the NEWB.
- The school will contact NEWB if there is a pattern of non attendance that causes concern. The child may not have reached 20 days in some cases
- The Principal will prepare a report on attendance for the Board of Management on a term basis or as the need arises.

Staff:

- All staff are expected to attend school regularly.
- In the event that a staff member is unwell, they should contact the Principal at the earliest convenience stating the nature of the leave-certified or uncertified-and the estimated length of time that a teacher will be absent. This may be of course only an estimate. Texting and emailing are not a valid method of communication regarding sick leave.
- In the event of a staff member having a sick cert, the staff member must produce a cert stating that they are well enough to return to school. Staff must ring the Principal first and in the event that they cannot reach the Principal, must contact the next most senior teacher or the Chairperson.
- Certified leave results in a class having a substitute teacher.
- Uncertified leave results in classes being split up. Work is allocated to children under leave.
- In the event of a teacher not being in school, the teacher must have their absence folder left on their desk with a list of work photocopied for each child. There should also be a list detailing the classes that a child must go to should the teachers be on uncertified leave/training or EPV days.
- Substitution will be covered by teachers on leave but must be paid back on their return. This will be listed in the staffroom.
- The Principal will prepare a report on staff attendance and punctuality for each Board of Management meeting. This will be cumulative for the year or looked at cyclically if there is an issue.
- Staff Absenteeism is dealt with by the Principal and the Board of Management

EPV Days

- EPV days are time in lieu days that are granted to teachers who undertake courses out of their own time by the Board of Management .These courses must be sanctioned by the Board of Management.
- Copies of certificates must be presented to the Principal prior to leave being granted.
- EPV leave must be sanctioned in advance .EPV leave should not be asked for during the first two weeks at the start of the year and the last two weeks at the end of the year. EPV days do not result in children having a substitute teacher therefore all planning must be left
- Please email staff and inform them in advance re your EPV day

- Please ensure if you are on duty that your duty is covered