

North Dublin Muslim National School  
Ratoath Road  
Cabra  
Dublin 7  
20152L

Attendance Policy  
Revised March 2017

## **Introductory Statement**

This policy was revised by the staff of the North Dublin Muslim National School in consultation with the Co-Managers and the Parents Association. All partners involved in the education of children in the North Dublin Muslim National School aim to foster a culture of regular school attendance for all pupils. This policy will encourage regular school attendance and an appreciation of learning within the school.

## **Rationale**

The rationale underpinning the formulation of this policy is as follows:

- To support all pupils and ensure their right to education.
- To ensure all parents are aware of the necessity for regular punctual attendance at school.
- To fulfill the following legislative requirements
  - The Education (Welfare) Act, 2000
  - The Education Act, 1998
  - Children First- National Guidance for the Protection and Welfare of Children 2011

## **Relationship to the Characteristic Spirit of the School**

The North Dublin Muslim National School strives to enable every pupil to participate in all school activities. Regular attendance helps to create a stable learning environment for all pupils, and the school hopes to promote co-operation among pupils, parents/guardians and staff in maintaining a high level of regular attendance throughout the school year.

The staff and management of the school endeavour to adjust the standardised school calendar to accommodate the Islamic calendar. Insofar as possible, we take school holidays during Eid Al-Fitr and Eid Al-Adha. We hope, by doing this, to reduce large numbers of pupil absences.

## **Aims**

The aims of this policy are:

- To encourage and reward good attendance
- To promote positive attitudes to learning
- To raise awareness of the importance of regular school attendance

- To identify and support students who are at risk of developing attendance problems
- To ensure compliance with the requirements of the relevant legislation

## **Content**

### **Defining and recording non-attendance**

- All children between the ages of 6 and 16 are obliged to attend school each day that the school is open for instruction. Any child who is not present in the school by 9.45 am is deemed to be absent on that day. Each class teacher records attendance at 9.45am daily on Aladdin (computerised roll book). Attendance is also recorded in the absence folder.
- Absence forms are sent home with each child upon their return to school. Parents are asked to complete and sign the form and return it to the school the following day (see appendix 1).
- The class teacher updates the reason for absence on Aladdin and sends the completed absence forms to the secretary's office every Friday morning. The forms are stored by class level until the end of the school year.
- The school is obliged to report to the NEWB in the following instances:
  - If a pupil misses twenty school days in each school year.
  - If the principal is concerned about a child's attendance at school.
  - If a pupil is removed from the school register
  - If a pupil is suspended for 6 days or more
  - If a pupil is expelled

### **Whole School Strategies to Promote Attendance**

- As a school, and within the classroom, we create a safe, welcoming environment for our pupils and their families.
- Certificates are given to pupils with perfect attendance each month at assembly. A special certificate and small prize are given to pupils who have perfect attendance at the end of each term. Any pupil who achieves full attendance for the school year is rewarded with a special prize and certificate in the final assembly of the academic year.
- Details of each pupil's attendance and punctuality are recorded in their end of year report, which is sent to their parents (appendix 2).
- When a pupil arrives to school after 8.50am, their parents are required to sign a late book in the secretary's office, detailing reason for the late arrival to school.
- The post holder with responsibility for attendance regularly writes to parents of pupils who often arrive late to school. We hope by doing this, to make parents aware of exactly how much instruction time their child is missing due to lateness.
- New parents are informed of procedures in relation to attendance and the importance of attendance.

## **Communication**

- Effective communication exists between teachers and parents. Regular contact on issues regarding homework, uniform, lunches, curriculum areas etc. ensure these issues do not contribute to the non-attendance of pupils.
- In the event of a child moving to another school, primary or post-primary, a record of attendance will be reported.

## **Strategies in event of non-attendance**

- Parents are aware of their statutory duties outlined in Education Welfare Act in relation to causing their children to attend school.
- Parents are aware of their duty to inform the school of reasons for non-attendance by completing the standard absence form.
- The parents are aware that the school has a duty to inform the Education Welfare Officer in the following instances
  - If a pupil misses twenty school days in each school year.
  - If the Principal is concerned about a child's attendance at school.
  - If a pupil is removed from the school register
  - If a pupil is suspended for 6 days or more
  - If a pupil is expelled.
- In such cases the Education Welfare Officer (following all reasonable efforts by the Education Board to consult with the child's parents and the principal of the school) may serve a 'School Attendance Notice' on any parent who he/she concludes is failing or neglecting to cause the child to attend the school. A successful case taken against the parent may result in a fine and/or imprisonment.

## **Procedures in relation to the Removal from Register/ Transfer from another school**

- A principal may only remove a pupil's name from a school register where they have been informed that the child has been enrolled in another school, when the child is absent for 20 continuous days or when the Education Welfare Board notifies them that the child has been registered by it, as in receipt of out-of-school education.
- Under Section 20 of the Education (Welfare) Act (2000), the Principal of a child's current school must notify the Principal of the child's previous school that the child is now registered in their school.
- The school will inform the Education Welfare Officer in the following instances:
  - The intended expulsion of the child
  - Notification of enrolment in another school or special school
  - Notification that the child is in receipt of education outside of the regular school system

## **Procedures in relation to the transfer of a pupil to another school**

- When a Principal receives notification that a child has been registered elsewhere he/she must notify the Principal of the pupil's new school, of any problems in relation to attendance at the pupil's former school and of such matters relating to the child's educational progress as he or she considers appropriate. This applies to pupils who transfer between primary schools and to pupils who transfer from primary to second-level education.

## **Annual Report**

We will inform the NEWB in writing of each child's attendance for the academic year no later than six weeks after the final day of school in June.

## **Success criteria**

The successful implementation of this policy will be measured by:

- An improvement in overall school attendance statistics
- A greater number of awards made to students for good/improved attendance
- A reduction in number of cases referred to the Educational Welfare Officer
- Having fewer instances of unexplained absences or fewer absences for trivial reasons

## **Roles and Responsibilities**

### **Role of the Teacher**

- To record individual pupil attendance on Aladdin daily at 9.45am
- To record absences in the absence folder each day
- To ensure all pupils receive an absence form upon their return to school
- To ensure all pupils return the completed absence form promptly
- To update reasons for absences onto Aladdin
- To send all absence forms to the office before 10.30am each Friday
- To report any concerns regarding a pupil's absence to the principal/ post holder responsible for attendance.

### **Role of Post holder with responsibility for attendance**

- To produce absence folders for each class to use each day for the year.
- To ensure that the absence folders are collected each Friday and checked against the roll book on Aladdin.
- To inform teachers of any discrepancies between Aladdin and the absence folders and to ensure that they are fixed.
- To ensure that pupils are moved from the intake list to the correct class on Aladdin when they start school.

- To complete the NEWB attendance reports.
- To write to parents regarding pupils arriving late.
- To write to parents when their children have been absent for more than 10, 15 or 20 days.
- To inform the NEWB when a pupil is absent for 20 days or more during each school year.
- To inform the NEWB when a pupil is suspended for a period in excess of 6 school days.
- To remove all students who leave the school from Aladdin
- To print the leabhar tinrimh at the end of each month and store it in the office.
- To assist the principal in the maintenance of POD.
- To complete the annual DES statistics form in conjunction with the Principal.

#### Role of the principal

- To complete the annual DES statistics form in conjunction with the post holder.
- To liaise with the previous school for all new pupils to secure relevant information and reports that may exist about the child.
- To inform the Co-Managers of school attendance.
- To ensure the class teachers and post holders are completing the duties outlined above.
- To maintain POD in conjunction with the post holder.
- To make this policy available to all staff members.

#### Role of the secretary

- To ensure parents complete the late book when their child arrives to school after 8.50am.
- To transfer all absence notes to the correct folders each Friday.

#### Role of the parents

- To ensure their child attends school punctually and regularly.
- To ensure there is a valid reason for all absences.
- To complete the late book if their child arrives to school after 8.50 am.
- To complete and return the absence form to school promptly.

#### Role of the Co-Managers

- To oversee the formulation and ratification of this policy.
- To ensure this policy is being implemented.

**Implementation**

The Co-Managers, Principal, secretary and teaching staff will be responsible for implementing this policy in the school. The policy will be implemented from \_\_\_\_\_.

**Timetable for review**

There will be on-going monitoring of the procedures outlined above. This policy will be reviewed in full during the year 2020.

**Ratification and communication**

This policy was ratified by the co-managers on \_\_\_\_\_.  
A copy of the policy is available in the shared drive. Parents may view the policy on the school website [northdublinmuslimnationalschool.scoilnet.ie](http://northdublinmuslimnationalschool.scoilnet.ie) or by making an appointment to view the policy in the school office.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 1: Student Absence Form

# North Dublin Muslim National School

Ratoath Road, Cabra, Dublin 7

Tel: (01) 8689587

Email: [northdublinmuslimschool@gmail.com](mailto:northdublinmuslimschool@gmail.com)

Website: [www.northdublinmuslimnationalschool.scoilnet.ie](http://www.northdublinmuslimnationalschool.scoilnet.ie)

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## Notification of Student Absence

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Class: \_\_\_\_\_

Schools are obliged to keep detailed records of student absences together with the reasons for such absences. Students who are absent for 20 days or more during the school year have to be reported to the Education Welfare Board. Reports must be submitted by specified dates five times a year.

### Category of absence to be reported to Education Welfare Board

- A. Illness
- B. Urgent family reasons eg bereavement
- C. Expelled
- D. Suspended
- E. Other (Use comment column eg holidays).
- F. Unexplained- the school has not received a written explanation for absence.
- G. Transfer to another school

To enable the school to fulfil its obligations under the Education Welfare Act parents /guardians are asked to complete this form and return it to the class teacher on the day immediately following each period of student absence.

The roll is called at 9.45 am. Children who are not present when the roll is called must be marked absent.

Parents/guardians should complete sections A, B or E as appropriate.

The school will complete sections C, D, F or G where applicable.

Period of Absence		No. of Days	Place tick in appropriate box							Comment column.
From	To	Absent	A	B	C	D	E	F	G	

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 2: School Report Card

Name: _____ Class: _____					
<b>Your child as a learner</b>					
Interested in learning	Rarely	Sometimes	Most of the time	Always	
Listens attentively					
Works well independently					
Works well with other children					
Keeps trying even when tasks are difficult					
Homework is of high quality					
Presents work carefully					
<b>Your child's social and personal development</b>					
Happy at school	Rarely	Sometimes	Most of the time	Always	
Behaves well in class					
Mixes well with other children					
Sensitive to others' feelings					
Behaves well in the playground					
Manages and expresses own feelings well					
<b>Your child's learning during the year</b>					
1 Experiencing significant difficulty 2 Experiencing some difficulty 3 Managing comfortably 4 Capable and competent 5 Highly capable and competent					
<b>English</b>					
Listening comprehension	1	2	3	4	5
Oral expression					
Reading					
Written expression					
<b>Gaelige</b>					
Listening comprehension					
Oral expression					
(Pre) Reading					
(Pre) Writing					
<b>Mathematics</b>					
Understanding and recalling					
Using procedures					
Reasoning and problem solving					
Explaining and communicating					
<b>Social, Environmental and Scientific Education</b>					
History					
Geography					
Science					
<b>Arts Education</b>					
Music					
Drama					
Visual Arts					
<b>Physical Education</b>					
<b>Social, Personal &amp; Health Education</b>					
<b>Religious/Ethical Education</b>					
<b>Standardised test results (if applicable)</b>					
<b>Comments</b>					
<b>How you can further support your child's learning</b>					

Teacher: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Date: \_\_\_\_\_