

School Attendance Policy

There is a very strong tradition of good attendance in St. Kevin's N.S. 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 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;

- Rewards
- We define good attendance as less than 5 days absence.
- As stated in the Code of Behaviour, parents are expected to write a note/letter notifying the teacher of the reason for a child's absence.
- The teacher retains notes stating the reason for the students absence, especially those that are at risk of developing school attendance problems

These are categorised as follows;

- Irregular Absentee: 2/5 days absent in a 20-day period without a valid reason
- Seriously Irregular Absentee: 6/10 days absent in a 20-day period without a valid reason
- Chronic Absentee: 11+ days absent in a 20-day period without a valid reason

Appropriate contact will take place between the school and parents/guardians of these children;

- For irregular absenteeism, the teacher will inform the parents by letter of her/his concerns about the child and seek to meet the parents to discuss the matter
- For seriously irregular absenteeism, the Principal will write to the parents inviting them to a meeting to discuss the problem
- For chronic absenteeism the Principal will inform the Education Welfare Officer.

1. Attendance, behaviour and academic records of children who transfer to another primary school will be forwarded to the Principal of the school by post as soon as written confirmation of this transfer is received.

2. Attendance, behaviour and academic records of children who transfer into St. Kevin's N.S. will be sought directly from the previous school.

3. Attendance, behaviour and Academic records of pupils transferring to secondary school will be sent to the school if requested and when enrolment has been confirmed.