

Attendance & Participation Policy

Coláiste Chill Mhantáin

1 Policy Statement:

- 1.1 Coláiste Chill Mhantáin subscribes to and conforms to the Attendance/Participation Policy of Co. Wicklow V.E.C. and all relevant statutory legislation, copies of which are available from the school.

2 Parental Responsibility

- 2.1 Coláiste Chill Mhantáin affirms that parents have the primary responsibility for ensuring that children of compulsory school going age attend school consistently once they are enrolled at school, and bearing in mind that **they are obliged to complete three years of post primary education up to their eighteenth birthday.**
- 2.2 Coláiste Chill Mhantáin affirms that parents have a both a social and educational responsibility to ensure that students attend school consistently throughout the academic year regardless of age or status and they should ensure that their children complete their education. In addition, parents should be aware of the negative effects of absenteeism from school as outlined in 6.2 (B)
- 2.3 Coláiste Chill Mhantáin affirms that parents have a statutory obligation to notify the school principal or his/her nominee, in the form of a written explanation or a doctor's cert, explaining the reason for each absence during the absence if the students is absent for more than three days or on their immediate return to school.

3 Principal's Responsibility:

- 3.1 A register of all students who have been admitted to the school will be maintained by the Principal of Coláiste Chill Mhantáin.
- 3.2 Coláiste Chill Mhantáin affirms that a student, who has not reached the age of 16 years or who has not completed three years of post primary education, cannot be removed from the register, except
- (a) For inter-school transfer and then only after all details regarding attendance and educational progress have been issued to the new school.
 - (b) Where for whatever reason a student is removed from the school under the Education (Welfare) Act 2000 Section 20 (4).
- 3.3 Coláiste Chill Mhantáin affirms that the Principal shall, after admitting a student from another second level school, notify the principal of said school that he/she has registered said student.

- 3.4 Coláiste Chill Mhantáin affirms that the Principal must maintain a record of attendance and non-attendance on each school day or part thereof of each student registered at the school, which specifies the fact of attendance or failure to attend and the reasons for such failure.
- 3.5 Coláiste Chill Mhantáin affirms that the Principal must notify the Educational Welfare Board as follows:
- Where a student is suspended for a period of 6 days or more.
 - Where the aggregate number of school days on which a student is absent (for whatever reason) during a school year is more than 20 days.
 - Where, for whatever reason, a student's name is removed from the register in accordance with the Education (Welfare) Act 2000 Section 20(4) and under Section 3.2 above.
 - Where in the opinion of the Principal, a student is not attending school regularly and the reasons for such non-attendance. In addition, such information should be available to the Board of Management, as appropriate.
- 3.6 Coláiste Chill Mhantáin affirms that the principal may at his/her discretion, delegate duties regarding school attendance to other professionals working in the school.

4. School's Responsibility:

- 4.1 Coláiste Chill Mhantáin maintains a caring and pastoral ethos with regard to students.
- 4.2 Coláiste Chill Mhantáin shall in as far as is possible be required to co-operate with the Educational Welfare Board and with the Educational Welfare Officer and shall seek to establish good and positive relationships with them.

5. Board of Management's Responsibility:

- 5.1 The Board of Management of Coláiste Chill Mhantáin shall ensure that the statutory obligations of the school with regard to school attendance and participation are adhered to.
- 5.2 The Board of Management of Coláiste Chill Mhantáin shall submit a report on attendance levels in the school to the Educational Welfare Officer, to the Parents' Association and to Co.Wicklow V.E.C. not later than 6 weeks after the end of the school year.
- 5.3 Coláiste Chill Mhantáin shall ensure that all information is collected and issued in accordance with the Data Protection Act (1988)
- 5.4 Coláiste Chill Mhantáin shall ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly.

6. Statement of Strategy:

- 6.1 As per The Education (Welfare) Act 2000 Section 22(1) and 22(2) Coláiste Chill Mhantáin has drawn up a Statement of Strategy with regard to attendance/participation, subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998 and Co. Wicklow V.E.C. (See Appendix 2)
- 6.2 In addition to the statutory requirements under 6(1) above Coláiste Chill Mhantáin has devised the following statement of strategy to promote good attendance / participation.
- a) The development of whole school structures in a positive and pro-active attempt to deal with the issues of attendance and non-attendance, supported by the Pastoral Care programme in the school.
 - b) The fostering of school and community awareness of the effects on school attendance of the following:
 - Participation by students in part time employment.
 - Entertainment/social activity.
 - The abuse of alcohol and drugs.
 - c) Communication with parents.
 - d) The rewarding of students regarding good attendance/participation.
 - e) Early identification of students with poor attendance records
 - f) Establishment of a “care team” for the purpose of identifying and supporting students who have difficulties with school absenteeism.
 - g) Establishment of close links with the homes of students aforementioned in (f).
 - h) Fostering, promoting and establishing contacts by the school with other schools and bodies engaged in youth work.
 - i) The development of whole school structures in a positive and pro-active attempt to deal with issues of attendance/participation.
 - j) Regular evaluation of the School’s operation as it relates to attendance / participation, with a view to encouraging an atmosphere conducive to good attendance/participation.
 - k) Discussion with students and parents on the negative impact of poor attendance and the possible resolution of the issues. It is against school policy that students are to take family holidays during term time.
 - l) Loss of privileges.
 - n) Detention during breaks or outside of school hours.
 - o) Prescribed additional work – lines are not recommended.
 - p) Any other strategy that may be of relevance to the needs or circumstances of the school.
- 6.3 In accordance with the school’s *Policy on Homework* it is the responsibility of students who are absent from class/school for any reason to find out details of work missed. This applies also to students who miss class due to sporting or other extra-curricular activities.

7. Conclusion

Implementation of a proactive attendance and participation policy ensures that high standards to provide quality education are maintained in Coláiste Chill Mhantáin. The

continued involvement of parents/guardians, students and educational personnel is paramount to a child's successful completion of their second level education in Coláiste Chill Mhantáin.