



## **CBS Secondary School, Dungarvan**

### **Attendance Policy**

#### **A Positive Approach:**

Full attendance is promoted in the school through a culture of high expectation which encourages each student to take responsibility for his own learning

Across the curriculum, students are made aware of the incremental nature of learning and the long term implications for them of irregular attendance

Full attendance is promoted through the Pastoral Care Programme and is encouraged by all staff and rewarded at our Annual Rewards night.

#### **School:**

Each teacher takes their class roll and records attendance at the beginning of each class.

Phone calls may be made by subject teachers / Tutors / Year head / Deputy Principal / Principal to check / verify attendance.

Teachers have the opportunity at both Parent/Teacher meetings and on school reports to make reference to the lack of progress made by students due to absenteeism and/or poor punctuality.

#### **Parents/ Guardians:**

- Parents/Guardians need to be mindful of the educational importance of full attendance when scheduling appointments or family events which may necessitate the withdrawal of a student from school.
- Parents/Guardians must provide an explanation for all absences. Parents are to email [attendance@dungarvancbs.com](mailto:attendance@dungarvancbs.com)
- If Parents/Guardians are aware in advance that a student will be absent for any part of the school day, they should notify the school.

## **Students:**

Students must adhere to the following:

- They must be in attendance and ready for class, at 8.55am.
- They must be in attendance at 1.50pm, ready for afternoon class.
- Submit a parental email of explanation for absence on their return to school.
- Ensure emails from parent(s)/guardian(s), explaining late arrival to be sent to [attendance@dungarvancbs.com](mailto:attendance@dungarvancbs.com).
- Students who arrive late in the morning must sign in. The attendance officer will keep a record. If students are late on two occasions without a late note, a demerit will be issued.
- Students will not be allowed leave the school for appointments without an email of explanation.
- Students with signed permission (as per above) to leave the school for any reason must sign the 'sign out sheet' in the office before they leave. If they are returning during the school day the student must sign in at the office.
- Students who become ill during the course of the day should inform their Year Head. Parent(s)/Guardian(s) will be contacted by the school.

## **Procedure**

### **Sign In**

- 1) Students are to go to the office and sign in if they are late for morning or after lunch classes.
- 2) An email explaining lateness must be sent to [attendance@dungarvancbs.com](mailto:attendance@dungarvancbs.com). If this is not done, students who are late on two occasions will receive a demerit.
- 3) It is the students' responsibility to ensure emails of explanation are sent to [attendance@dungarvancbs.com](mailto:attendance@dungarvancbs.com).
- 4) If a student misses the first class and does not sign in on two occasions, 1 demerits will be issued.

### **Sign out**

- 1) An email of explanation must be sent to [attendance@dungarvancbs.com](mailto:attendance@dungarvancbs.com) if a student is to leave school early.
- 2) Students will go to their Year Head/tutor and once permission is granted, the student must go to the office and sign out.
- 3) If a student fails to follow the above procedure 5 demerits will be issued. (Permission constitutes parent/guardian sending email to [attendance@dungarvancbs.com](mailto:attendance@dungarvancbs.com). In certain circumstances, students may also be given permission to sign out from their Year Head/tutor.)
- 4) If the student is unable to find his year head, the student can inform another Year Head/ Deputy Principal or Principal.

**Absenteeism**

- All students' attendance will be monitored by the attendance officer.
- If a student is absent for more than 20 days, the attendance officer will notify the year head and recommend a letter of concern be sent home.
- If a student is absent for more than 20 days, without any explanation, and is under the age of 16, Tusla will be informed.
- If a student a student is absent for more than 30 days, the attendance officer will inform the year head and recommend a phone call home.
- If a student refuses to come to school, the student will be referred to the guidance councillor.

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

(Chairperson of Board of Management)

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

(Principal)

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

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

Date of next review: \_\_\_\_\_