Scoil Náisiúnta Chuilinn Uí Chaoimh, Mullachrua,

Cuilinn Uí Chaoimh, Magh Ealla Co.Chorcaí.

Cullen NS, Mullaghroe, Cullen, Mallow Co.Cork. P51TK70 DE Roll No.17171V Tel: 029 79201

Charity Regulatory Authority Registered Number 20113407

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Attendance Policy 2025 2026 Cullen NS [Mandatory]

Introduction

Rationale:

The main factors contributing to the formulation of a revised policy on Attendance can be summarised as follows:

- The importance of regular school attendance
- The changing fabric of society
- The role of the ***National Education Welfare Board NEWB (Tusla)***
- Legislative requirements such as the ***Education Welfare Act 2000***
- The outlining of school procedures in relation to absenteeism

Aims and Objectives:

The policy is geared towards:

- Encouraging full attendance where possible
- Identifying pupils at risk
- Promoting a positive learning environment
- Enabling learning opportunities to be availed of
- Raising awareness of the importance of school attendance
- Fostering an appreciation of learning

Compliance with School Ethos:

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of our children is paramount.

Roles and Responsibilities:

All staff have an input into the implementation of the policy. Class teachers record individual patterns of attendance (daily attendance on Aladdin) and the Deputy Principal and Principal makes returns to the National Education Welfare Board.

There is a very strong tradition of excellent attendance in Cullen NS. We are adamant that parents be aware of the absolute necessity for regular punctual attendance at school. Quite simply, our pupils cannot learn if they are not at school.

Policy Content

Recording:

Individual school attendance is recorded electronically on the Aladdin school administration system. Each class teacher records class attendance on line by 10.30 a.m. each morning with a cumulative total attendance for the school also being recorded.

A dated note for parent / guardians is required to cover each absence.
Various categories of absences fare recorded on the Aladdin system.

The categories are as follows:

1. Unexplained
2. Illness
3. Urgent family reason
4. Suspended
5. Other
6. Transferred to another school

Immediately following recording of an absence and where this absence has previously not been explained, the parent / guardian will receive a text explaining that their child is absent and that a note of explanation should be given to the class teacher when the child returns to school.

Parents are also made aware of the requirements of the ***National Education Welfare Board NEWB (Tusla)*** particularly the bye law relating to absence of more than 20 days per school year. Absences of more than 20 days are automatically referred to the ***Education Welfare Officer/EWO.***

Parents are made aware of this bye law on a regular basis, at first on enrolment and subsequently in regular newsletters received from the school. Holidays taken during term time are strongly discouraged by the school and parents are made aware that such holidays may lead to surpassing the twenty day absence rule in relation to referral to the ***Education Welfare Officer/EWO.***

Communication with other Schools:

- When a child transfers from Cullen NS to another school, the schools records on attendance, academic progress etc. will be forwarded on receipt of written notification of the transfer
- When a child transfers into Cullen N.S., confirmation of transfer will be communicated to the child's previous school, and appropriate records sought
- Pupils transferring from Cullen N.S. to a Post Primary school will have their records forwarded on receipt of confirmation of enrolment.

Communication with Parents:

The school informs all parents of the implications of non-attendance as per the *Education Welfare Act 2000.* This information is disseminated by regular school circulars.
Parents of new children are informed on enrolment.

Promoting Attendance:

- Being vigilant so that risks to good attendance such as disadvantage, bullying etc. are identified early.
- Rewarding good attendance through award of Best Attendance in each class during the school year.

Evaluation:

The success of any Attendance policy is measured through;

- Improved attendance levels
- Happy confident well adjusted children
- Positive parental feedback
- Teacher vigilance

Punctuality:

Punctuality is essential. If a child misses the start of the school day he / she miss teaching time and social interaction. The day begins with play for the younger children. It is a very important time in the school day.

Children arriving late also disrupt the class; it can be embarrassing for the child and can also encourage absence.

Good time keeping is a vital skill which will help children as they progress through their school life and out into the wider world.

School begins at 9.20 a.m. All pupils and staff are expected to be on time. All children are expected to line up in their class line when the bell rings.

The school will write to parents / guardians in the event of pupils being consistently late. A copy of the letter will be kept on file.

References:

Education Welfare Act 2000

Section 29 Education Act

Policy Ratification

This Attendance Policy was ratified by the Board of Management of Cullen NS at Board of Management Meeting 1 of 5 of the academic year 2025/2026 on: **28/8/25.**

Signed: *Canon John Fitzgerald P.P.*_____

Canon John Fitzgerald P.P. Chairperson, for and on behalf of the Board of Management Cullen NS.

Signed: *Eibhlín Ní Mhathúna*_____

Eileen O'Mahony Principal / Secretary to the Board of Management Cullen NS.

This Attendance Policy will be reviewed on 1/9/26 (the start of the next academic year).