

St John the Baptist Infant Girls' School
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Scoil Eoin Baisde Cailíní Naoidh
Bóthar Ghort na Mara
Cluain Tarbh
Baile Átha Cliath 3

Principal: Dearbhla O'Driscoll
Chair, Board of Management: Paul Nolan

Attendance Strategy

In this school, we aim to encourage optimum attendance for each child. To this end, we attempt to create a positive welcoming environment, to which the children are happy to come each day. Parents are encouraged to ensure their child attends school daily, unless there is good reason, such as illness. This is emphasised at the initial Open Day for incoming Junior Infants each year. In addition, occasional reminders are placed in the school newsletter to parents. Where a child's attendance shows signs of being less than desirable, the class teacher/Deputy Principal gives an informal reminder to the parents/guardians about the importance of attendance. When a child has missed fifteen days in one academic year, a letter is sent to her parents/guardians. This reminds them of the importance of regular attendance and of the school's obligation to report to TUSLA, the Child and Family Agency, (see Appendix).

Each class teacher calls the roll before 10.00am. If a child comes in late or is absent, it is recorded on Aladdin. Parents can now enter absence reasons on Aladdin. When a child has been absent, a note of explanation is expected on her return, which is kept by the class teacher in her records until 30 June. Absence notes for children who have exceeded the 20 days are filed and stored.

The Deputy Principal makes two reports on pupil attendance to TUSLA each year. This is completed online at portal.tusla.ie or may be submitted via Aladdin. Any child who has missed twenty or more days in a school year has her name submitted to TUSLA, who then take responsibility for the matter. At the end of the school year, the Deputy Principal then submits a final return to TUSLA, which details the number of days lost through absence and the average daily attendance. In addition, where there are concerns expressed by a teacher about a child's attendance or timekeeping, a TUSLA attendance officer is informed and she may follow up this query.

Reviewed: May 2021

