



Attendance Policy

September 2025



An Roinn Oideachais
agus Óige
Department of Education
and Youth



Version	Date	Description	Authors
1.0	September, 2023	First Version of Policy	Board of Management
1.1	September 2025	Review of Policy • Section 4 – Edel Woulfe added as the post holder who oversees attendance. • Section 4 – Removal of termly awards and “Gold” and “Silver” certificates from point 3. • Section 4 – Addition of point 13 • Section 5.1 – Edel Woulfe added to Assistant Principal	Board of Management

1. Introduction:

The Board of Management of Mercy Convent Primary School recognises the importance of regular school attendance. The board endeavours to create a positive and welcoming environment within the school where pupils will feel safe, cared for and educationally stimulated.

2. Rationale:

Mercy Convent Primary School decided to draft an Attendance Policy because:

- It is a priority area.
- The fabric of society is changing all the time.
- It is a requirement under the Education Welfare Act 2000.
- We need to comply with the requirements with the above Act.
- We need to encourage and promote full attendance at school.

3. Aims:

In general, the broad aims of this attendance policy are to provide a stimulating day, with clear guidelines and structures, so that children feel welcomed and nurtured while attending school. We believe that our pupils will benefit from this education through regular attendance. In so far as possible, we aim to have full attendance from all pupils.

Casual absences [for whatever reason] are discouraged as they have a direct impact on the child's learning. We aim to support children and parents in achieving good attendance.

We aim to identify pupils at risk of leaving school early and we hope to make parents aware of their responsibilities, around attendance under the Education Welfare Act.

4. School strategies/measures in relation to attendance:

1. We aim to provide a warm, welcoming and supportive learning environment for our pupils, one in which they are valued and respected and in which provision is made for their learning needs.
2. Edel Woulfe has a Special Duties Post (Assistant Principal 1) which includes the monitoring and promotion of good attendance and liaises with the N.E.W.B.
3. We positively affirm those children who have excellent attendance. At the end of the academic year, children who have not missed any school day are awarded annually with a small trophy in recognition of their full attendance during the year.
4. We praise those children who are making a serious effort to improve their attendance.

5. We have regular communication with parents and provide them with updates on their child's attendance if it is a cause for concern.
6. We ask parents to value every minute that the children spend at school and therefore make sure that they are punctual. Pupils should not feel uncomfortable if they arrive late for school but if it becomes an ongoing problem and is impacting on the child's progress in school, a meeting should be arranged with the parents/guardians and the matter should be discussed.
7. It is important that parents do not ask to let the children off early, unless for a specific appointment. We use a sign-out book for parents to sign if their child leaves the school early for any particular reason. This enables us to keep a record of such absences and make parents aware of how much time is being missed especially if these absences are on-going and impacting on the child's progress.
8. The school calendar is circulated to parents early in the year to enable families to plan holidays/ family events, thus minimising the need for absences during term time.
9. Teachers and/ or assistant principal are available, by appointment, to discuss any issues relating to attendance with parents/ guardians and to work with them to deal with this problem
10. At the junior infant induction meeting the value of regular attendance is emphasised from junior infants onwards.
11. The Education Welfare Act 2000 provides a framework under which attendance at school can be dealt with by law. As a result of the Act, the National Education Welfare Board [N.E.W.B.] has been established and has appointed Education Welfare Officers.
12. Under the regulations of the Act, the school is obliged to:
 - Keep a record of pupils' attendance
 - Submit to the N.E.W.B. the names of all pupils who miss 20 or more days from school
 - Keep a written record of pupils' absences
 - Mercy Convent Primary School uses the Aladdin Schools' Management System to keep a record of pupils' attendance .

Under the Act, parents are required to:

- Send their children to school each day
- Notify the school, in writing, the reason for a child's absence. (This is completed via Aladdin Connect.

13. School begins at 9.00am. If a child arrives at school after the main door has closed (9:15am), it is the duty of the parents/guardians to ensure that the child enters school safely. **Parents/guardians must bring the child into the school office where they will be meet by one of our secretaries.**

5. School roles in relation to attendance:

5. 1 Assistant Principal (Edel Woulfe):

- Will ensure that attendance on Aladdin is maintained in accordance with regulations.
- Will inform parents by letter when their child has missed 15 days from school.
- Will inform parents if their child's irregular or poor attendance is being reported to EWO.
- Will liaise with the EWO where concerns arise from irregular or poor attendance.

5.2 Class Teacher:

- Will maintain the class roll on Aladdin in accordance with procedure
- Will inform the Assistant Principal of concerns over a pupil's attendance
- Will encourage pupils to attend regularly and punctually
- Will not assign work for children who are absent because they are on holidays.

Partnership arrangements:

Parents can promote good attendance by:

- Ensuring regular and punctual school attendance
- Providing an explanation for each absence to the teacher via Aladdin.
- Co-operating with the school and education welfare service to resolve attendance problems
- Refraining from taking holidays during term time
- Showing an interest in the child's school day and their homework
- Encouraging them to participate in school activities
- Praising and encouraging their children's achievements

Pupils:

Pupils themselves are encouraged to uphold the school's policy on Attendance by:

- Being punctual at all times
- Informing staff if there is a problem that may lead to their absence
- Recognising the importance of attendance
- Taking responsibility for attendance seriously (senior classes)

Success Criteria

The success of the Policy will be measured through:

- Improved attendance levels.
- Happy, confident well-adjusted children.
- Positive parental feedback.
- Improved academic performance.

Ratification:

This policy was ratified by the Board of Management on 11th September 2025.

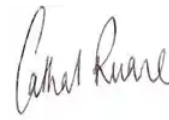
This policy has been made available to school personnel through central shared folder. Parents can request a copy from the office and a folder of all school policies is available from the school office.

Signed: _____



Chairperson of Board of Management

Signed: _____



Principal

Date: 11/09/2025

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Date of next review: September 2027.