

ATTENDANCE AND PUNCTUALITY

When a student has been absent:

When students return to school after any absence:

- Day 1** They must produce a written explanation for their absence from a parent/guardian. The **perforated absence notes** at the back of the school journal may be used for this. In the event a student arrives in school without this written note, the secretary will text a reminder to the parent/guardian that day.
- Day 2** If the student arrives in school again without the written explanation, (i) the Form teacher will put a reminder note in the student journal and (ii) the school will text the parent again.
- Day 3** If the student arrives in school on day 3 without the written explanation, the absence will not be excused and will be treated as a disciplinary matter. Sanctions will be applied to the student as outlined below:

Sanctions for Unexplained Absence and Lateness

Junior Cycle: letters/emails will be sent to parents /guardians at all levels 3-5

- Level 1 Lunchtime detention. Maximum of 4 per term. Text home.
- Level 2 Wednesday afternoon detention. Maximum of 2 per Term. Text home.
- Level 3 Removal of privileges such as: Miss next class outing. Letter/email sent home.
- Level 4 Refusal for consideration as Class Captain. Letter/email sent home.
- Level 5 Miss all class trips or tours until the end of term. Letter sent home.

Senior Cycle: letters/emails will be sent to parents /guardians at all levels 3-5

- Level 1 Lunchtime detention. Maximum of 4 per term. Text home.
- Level 2 Wednesday afternoon detention. Maximum of 2 per term. Text home.
- Level 3 Removal of privileges such as: Miss next class outing. Letter/email sent home.
- Level 4 Refusal to consider as Class Captain, Monitor or Prefect. Letter/email sent home.
- Level 5 Absenteeism noted on all certificates, reports and/or references from the school.

Please note :

(i) Certain absences and late excuses will not be excused by the school even in the event of a note from parents/guardians. These include, tardiness in getting up and attending school, 'mitching' from school, blaming traffic if living locally, family holidays during term time without prior approval.

Late Arrival

Learning is the most important activity in our school. To learn effectively students must arrive to their classes on time and with all the books and other equipment they require. Late arrival by students not only interferes with their own learning but disrupts the learning of others.

Classes begin at 8.50 am. If students arrive after 8.45am they are deemed 'LATE' for school. They need at least five minutes to remove their coat and collect their belongings for class or they will be late for class.

When a student arrives late:

- When a student arrives late they must collect a '**Late pass**' from the school office to gain entry to class. The class teacher will note the arrival time on the Late Pass and adjust their class roll.
- The late passes will be delivered to the staff room at first break by the teachers.
- Class Registers will be updated daily by the secretaries, clearly indicating lateness or absence by students.
- **Sanctions** will apply for late arrival, as for unexplained absences, *unless* the student arrives *with* a written explanation from their parent explaining their lateness or *unless* the parent has contacted the school by 11.00 am to give a reasonable explanation for their child's late arrival.

PLEASE NOTE:

1. In the case of Wednesday afternoon detentions, 24 hours notice will be given.
2. % attendance and % late arrival will be recorded on all school reports.
3. Attendance and punctuality will be commented upon in all school references, either favourably or unfavourably.
4. The NEWB require schools to keep accurate and detailed records of absenteeism and late arrival for all students. The annual return to the NEWB includes all students regardless of age.

