

St Michael's House Special School Foxfield



Attendance Policy

Attendance Policy Foxfield Special School

The aim of an attendance policy is to encourage full attendance where possible and to identify pupils at risk. Due to the special educational needs of the pupils at Foxfield and the transport service provided by Bus Eireann poor school attendance is currently not an issue at this school.

As a school we encourage full attendance where possible however we recognise that children attending our school can have significant health problems that can lead to days off school.

We are governed by the Education Welfare Act, 2000 and are obliged to report to the National Education Welfare Board.

The principal teacher records attendance daily and the school secretary makes returns to the N.E.W.B. Data for the NEWB and the Leabhair Tinreamh is generated by the data management system in use in the school.

Parents should notify the bus escort or the driver if children are not coming to school (usually by text). Parents must communicate the reason for an absence either by telephone, communication book or note. If the principal is concerned about any ongoing recurring absences the social worker will be notified and they will visit the family involved.

While we want to encourage attendance at school parents should not send children to school if they are unwell. Children who are sent to school while ill cannot participate fully in the activities of the day and are a source of infection to other children and to staff. School staff will not administer medication in school to children who are unwell.

National Education Welfare Board:

The Education Welfare Officer is informed if:

- A child is absent for more than 20 days
- A child is suspended
- A child is expelled

The NEWB is furnished with the total attendances in the school year through the Annual Report Form which is completed on line.

Ratification and Review

This policy has been approved by the Patron Body and was ratified by the Board of Management on The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed:

Chairperson, BOM.