

# ST TIERNAN'S COMMUNITY SCHOOL

## Attendance Implementation Programme

### Registration of students in the morning:

- Class tutors take a register of attendance (between 8.50 am and 9.00 am every morning on brown register and e-portal. A white slip of attendance is required in the event of being unable to access e-portal.

### Registration of students during the school day

- All subject teachers take an attendance register on e-portal for all classes.
- It is incumbent on every class teacher to bring any discrepancies on their register to the attention of the year head.

### Procedures for lates

- Students who arrive late to school have their names taken at the door by the Attendance Secretary.
- Students who arrive after 9.05 am must report to the office and sign in the late book. Failure to do so may result in the student being marked absent for the day.
- Registers are updated by Attendance Secretary to include students registered late.

### Procedures for Absences

- When a student is absent from school, the student must present the explanatory note in the homework journal to their class tutor **on the day they return to school.**
- **It is school policy that all explanations for absence must be given in writing. All notes are kept in students files in year heads office.**

### Procedures for Communication to Parents

- The attendance secretary communicates with parents regarding absence of their child on a daily basis through the texting system.
- Late and absent lists are printed on a daily basis and sent to year heads office.
- It is the year head's responsibility to ensure contact with parent is made, when necessary.

### Procedures for dealing with Absenteeism

The following procedures will be implemented to ensure earliest possible intervention in dealing with problematic attendance:

- Two unexplained absences: Meeting with student in school by year head.
- Three unexplained absences: Phone call to parent/guardian by year head.
- Six unexplained absences: Phone call and letter to parent/guardian by year head and attendance secretary.
- Ten unexplained absences; Referral to care team and specifically H.S.C.L. and S.C.P co-ordinator.

- Twelve unexplained absences: Meeting with Deputy Principal and parents/guardians in the school supported by H.S.C.L and S.C.P. co-ordinator.
- Twenty unexplained absences: Meeting with Principal/referral to Tusla in consultation with S.C.P and H.S.C.L.
- A student attendance record card will be kept in students file and interventions/supports, phone calls to parents/meetings with parents are recorded.