Scoil Chonglais
Post-Primary School

Attendance Policy

BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Mission Statement

Scoil Chonglais is a warm, caring, and welcoming school in which all students are valued and respected. We provide a positive, supportive, and inclusive learning environment, where each student and their unique contribution is celebrated. We are committed to excellence in education and to empowering each student to reach their full potential.

School Motto

"Empowering Minds, Shaping Futures and Celebrating Success"

KWETB Core Values

Scoil Chonglais is a coeducational, multidenominational post primary school, under the patronage of KWETB. Our school community is committed to our ETB core values of Excellence in Education, Care, Respect, Equality and Community.



Rationale

Scoil Chonglais recognises that all students have the right to attend school and the right to receive an education. Regular attendance at school is fundamental to their academic success and the school wishes to work in partnership with parents/guardians to promote such attendance.

There is an established link between attendance and achievement. Aside from the holistic development of the individual, each student must be in school to achieve. The school affirms that parents and guardians have a primary responsibility to ensure that children of school going age attend school once they are enrolled. They are obliged to complete three years of post-primary education up to their sixteenth birthday.

The Education (Welfare) Act 2000 Section 22(1) and 22(2) requires all schools to draw up a Statement of Strategy regarding attendance/participation, and subject to the functions of the Minister pursuant to Section 7(1) of the Education Act 1998.

The purpose of this policy is to outline our approach to monitoring, encouraging and promoting regular school attendance. Educational studies consistently show a link between regular student attendance and the successful achievement of learning outcomes.

Aims

This policy aims to:

- Assist towards maintaining a school environment where all students feel welcome and where their educational and personal needs are met
- Encourage students to attend school regularly and punctually.
- Highlight the importance of regular attendance and participation in school life
- Encourage good communication between parents/guardians and the school
- Establish procedures for the monitoring of attendance and absences
- Inform the school community of its role and responsibility as outlined in the Education Welfare Act, 2000.
- Ensure that the school has procedures in place to promote regular attendance/participation.

Strategies

We have many strategies in place in our school to encourage positive attendance.

These include:

- Year Heads intervention and positive recognition for good attendance
- Whole School Attendance Drives
- Extra-curricular activities both before, during and after school
- Monitoring by Year Heads, DP's and Principal
- Tyro roll call taken in every class
- Parent/Teacher Meetings
- Education Welfare Officer (EWO)
- Certificates given out for excellence in attendance at the end of the school year

School Procedures

Late procedure

If a student arrives in late, they must follow the following procedure:

- Sign in at the office us
- If a Year Head observes a pattern emerging from lates a phone call will be made to home and the appropriate intervention put in place
- Unexplained lates in a week will result in a school sanction as per Code of Behaviour

Leaving Early

- Notice must be given to the school via Tyro.
- Parent should submit an absence request through Tyro before 8.50am
- Year Head/Deputy Principal/Principal approves requests by parents
- Students must sign out at the office before leaving the school

Absences

If a student is absent their Parent/Guardian must submit an absence via Tyro explaining the absence.

Attendance Excellence

Students with excellence in attendance at the end of each year will receive a certificate as part of student awards ceremony

Leaving Class

If a student needs to leave class to go to the bathroom, their locker or to see another teacher a note must be written in their journal stating the date and time they are leaving class and the reason for leaving class. This can be filled in, in the leaving class section of their journals.

Taking students away on school activity

If a teacher is taking a group of students away on a school activity, students are entered as SA on Tyro prior to the event by the organising teacher.

Suspensions

Suspensions to be sanctioned by the principal. A letter should be issued informing the parents of the suspension duration and the rationale for the suspension. Students should be given the opportunity to reflect on their behaviour while on suspension and should use teams to catch up on work missed while absent. There will be a school meeting scheduled with the Year Head upon returning to school.

Roles and Responsibilities

Parents/Guardians

Parents/Guardians shall:

- Have primary responsibility to ensure children attend school
- Have the responsibility to inform the school of absences and give reasons for same.
- Parents are to provide a written note for their son/daughter's absence.
- Parents are made aware that students who miss more than 20 days of school will be referred to the EWO.
- Family holidays should take place outside of school time. Parents who intend to take their children on holidays during school time need to notify the school in writing. Parents need to ensure that their children catch up on material missed out on while they are absent. These days will be counted as part of the 20-day absence.
- Students absent due to involvement in out of school activities will be recorded as an explained absence.
- Parents should ensure that doctor and/or dental appointments are made outside of school time where possible.
- Parents are asked to support the school's Attendance Policy

Principal

The Principal shall:

- Ensure that the school register of students is maintained in accordance with regulations.
- Ensure that a record of attendance and non-attendance on each day of each student registered at the school is maintained.
- Inform the Education Welfare Officer:
    - If a student is not attending school regularly.
    - When a student has been absent for 20 or more days during a school year.
    - If a student has been suspended for a period of six or more days.
    - When a student's name is removed from the school register.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a student.
- The Principal may delegate duties regarding attendance to other professionals working in the school.

Year Head

The Year Head shall:

- Monitor attendance and non-attendance
- Maintain the VSware records for assigned group in accordance with procedure.
- Use the VSware system to keep a record of explained and unexplained absences.
- Contact parents in instances where absences are continuously not explained in writing.
- Encourage students to attend regularly and punctually.
- Issue an intervention communication to home regarding a student absence.

Teacher

The classroom teacher shall:

- The teachers acknowledge their responsibility to monitor attendance daily.
- Subject teachers will take a register of students during each class via the on-line registration system Tyro.
- Subject teachers must give students permission to be out of class at any stage by way of a note in their journals and input on the attendance section of Tyro.

Board of Management

The Board of Management shall:

- Ensure that the statutory obligations of the school regarding school attendance and participation are adhered to
- Ensure that all information is collected and issued in accordance with the Data Protection Act 1998
- Ensure that an evaluation of the effectiveness of the process, strategy and policy regarding attendance is carried out regularly.

Student Responsibility & Participation

- Students are expected to attend all classes and to participate to the best of their ability.
- It is the responsibility of students who are absent from class/school for any reason, including extra-curricular activities to find out details of work missed.
- Students are required to complete all assigned classwork and homework.
- Student participation is encouraged, recognised, affirmed, publicised and rewarded. The school provides opportunities in both curricular and extra-curricular areas to maximise student participation in all aspects of school life.

Legal Requirements - Education (Welfare) Act 2000

The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education for as long as possible.

The Educational Welfare Services of Tusla, the Child and Family Agency, operate under the Education (Welfare) Act, 2000. The statutory and school support services of Tusla's Educational Welfare Services work collaboratively with schools and other relevant services to secure better educational outcomes for students.

As a school, we are obliged by law under the Education (Welfare) Act, 2000 to submit reports on school attendance to the Educational Welfare Services of Tusla.

Educational Welfare Officers (EWOs)

Educational Welfare Officers (EWOs) work with young people and their families who are having trouble with school attendance. The main priority of their work is around the welfare of children and young people and on ensuring that concerns and problems around attendance are addressed before attendance becomes a crisis issue.

Educational Welfare Officers (EWOs) are employed throughout the country to offer advice, support and guidance to parents who need support in ensuring that their child attends schools regularly.

If the school contacts an EWO with concerns in relation to a student's attendance, the EWO will talk to the Principal or her nominee and find out what efforts have been made to date to help the child. The EWO may then decide to contact the family and meet with them.

The main work of an Educational Welfare Officer (EWO) is around the welfare of the child and the family and on ensuring that concerns and problems are dealt with before school attendance becomes a crisis issue.

However, if a parent fails in his or her duty to ensure that their child attends school, then the EWO has the power to take legal action against the parent under the Education (Welfare) Act, 2000.

Ratification by Board of Management

This policy was adopted and ratified by the Board of Management on **09/11/2026**

Board of Management Next Review

This policy will be reviewed by the Board of Management in **November 2027**

Appendix 1

Scoil Chonglais Attendance Strategy

Name of school	Scoil Chonglais Post Primary
Address	Baltinglass, Wicklow
Roll Number	70750P
The school's vision and values in relation to attendance	Scoil Chonglais is committed to ensuring that every student attend school regularly so that they can achieve their full potential. The school promotes a culture of attendance based on the KWETB values of Excellence in Education, Care, Respect, Equality and Community. Regular attendance is viewed as fundamental to student wellbeing, engagement and achievement.
The school's high expectations around attendance	Scoil Chonglais expects all students to attend school every day unless prevented by illness or exceptional circumstances. Emphasis is placed on supporting strong attendance patterns among 1st Year students during their transition to post-primary school and among 5th Year students as they begin the Senior Cycle.
How attendance will be monitored	• Attendance is recorded on Tyro each class period by teachers. • Attendance data is reviewed at regular Student Support Team meetings. • Patterns of absence, lateness and early departures are monitored and students nearing attendance concern thresholds are identified early and appropriate interventions are implemented.

Summary of the main elements of the school's approach to attendance:
• Target setting and targets
• The whole-school approach
• Promoting good attendance
• Responding to poor attendance
	Target Setting and Targets
	• Target attendance levels for 2nd years to be above 90%
	• Target attendance levels for 5th years to be above 85%
	
	Whole-School Approach
	• Student Support Team Meetings (monthly) – review attendance patterns and allow for early intervention –
	  ○ 5 days phone call from Year Head
	  ○ 10 days email from Year Head
	  ○ 20 days email and meeting with Principal.
	• Attendance Drives to encourage and reward attendance – November & April
	
	Promoting Good Attendance
	• Attendance expectations are communicated clearly to parents and students through the school journal, website, induction programmes, assemblies and parent meetings.
	• Good attendance is recognised through certificates, awards, positive communication home.

	Responding to Poor Attendance • The school employs early intervention measures including attendance reviews, parent contact, student meetings, support plans and referrals to appropriate supports. • Tusla Education Support Service notifications and referrals are made in line with statutory requirements where necessary.
School roles in relation to attendance	• The SSE Attendance Group oversees the implementation of the Attendance Strategy. • The Principal and Deputy Principal coordinate attendance procedures. • Year Heads monitor attendance trends and engage with students and families where concerns arise. • Tutors support attendance awareness. • Class teachers accurately record attendance and communicate concerns promptly. • Students are encouraged to take responsibility for their own attendance and engagement. • Parents/guardians are expected to support regular attendance and provide explanations for absences.
Partnership arrangements (parents, students, other schools, youth and community groups)	Scoil Chonglais works in partnership with parents, students, feeder primary schools, KWETB, Tusla Education Support Service, NEPS, community organisations and relevant agencies to support positive attendance. Parents are informed regularly regarding attendance patterns and are encouraged to engage proactively with the school where difficulties arise.
How the Statement of Strategy will be monitored	• Attendance data for 2nd Year and 5th Year students will be reviewed each month by School Management and the Student Care Team. • Attendance trends will be analysed and interventions evaluated. • Feedback from students, parents, staff and relevant agencies will inform continuous improvement. • Progress towards attendance targets will be evaluated by the SSE Attendance Group during the mid-year review and the end of year evaluation.
Review process and date for review	This Attendance Strategy will be reviewed throughout the 2026/2027 by the SSE Attendance Group.
Date the Statement of Strategy was approved by the Board of Management	September 2026