



Scoil Mhuire agus Íde

**Bóthar Buí,
Newcastlewest,
Co. Limerick.**

069-62443

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Attendance Policy

1. INTRODUCTION AND LEGAL FRAMEWORK

This policy is formulated in accordance with:

Education (Welfare) Act 2000
Education (Student and Parent Charter) Act 2022
Child and Family Agency Act 2013
Data Protection Act 2018
Education Act 1998

Scoil Mhuire agus Íde recognises that regular attendance is fundamental to student achievement, wellbeing, and development. We are committed to working in partnership with families to support consistent school attendance.

2. RATIONALE AND SCHOOL ETHOS

We believe every student has the right to education and that attendance patterns reflect various factors including wellbeing, family circumstances, and engagement. Our approach prioritises:

Early intervention and support rather than reactive measures
Partnership with families built on mutual respect and understanding
Trauma-informed responses recognising underlying challenges
Individual circumstances with differentiated supports
Student voice in addressing barriers to attendance
Creating an educational environment that encourages attendance

3. ROLES AND RESPONSIBILITIES

Parents/Guardians:

Ensure children attend school regularly and punctually
Notify school of absences before 8:50am on each day of absence via VSWare
Engage with school support interventions
Request permission for exceptional leave in advance
Parents of students whose absenteeism/punctuality has become a concern will be asked to attend a meeting in the school to address these concerns and develop an action plan to improve attendance

Students:

Attend all classes punctually
Engage positively with attendance support offered
Communicate concerns affecting attendance to their Year Head

School Staff:

Record attendance accurately at the beginning of each class period
Monitor patterns and identify concerns early
Notify relevant Year Head of any attendance issues relating to a student
Implement support interventions where applicable
Impress on students the importance and benefits of good attendance

Year Head:

Monitor and approve/deny absence requests from parent/guardians in a timely manner
Keep an accurate record of all absences for their Year Group
To report to school management students whose attendance is of concern as soon as possible to allow for early intervention
To meet parents/guardians of students whose attendance has become a concern along with the Principal/Deputy Principal and to assist in developing an action plan to improve attendance, as well as monitoring this action plan going forward
To impress on students the importance and benefits of good attendance

Principal/Deputy Principal:

Oversee attendance monitoring systems
Lead intervention meetings with families
Report absences of 20+ days to Túsła
Prepare and submit bi-annual attendance reports to Túsła
Coordinate with Túsła TESS
Ensure GDPR compliance

4. ATTENDANCE RECORDING AND MONITORING

Daily Procedures:

Roll recorded digitally using VSWare at beginning of each class period
Absences coded using standard categories (see below)

Unexplained absences: Parent/guardian notified same day via VSWare and asked to submit absence request
Late arrivals (after 8:50am) recorded and monitored

Absence Categories:

ABS - Unexplained Absence
H - Holiday
ILL - Illness
L - Student late to class
OTH - Student absent for reason other than specified with codes
OUT - Student has been signed out by a Parent/Guardian
SCH - Student absent from class due to a school related activity
SPT - Student absent from class due to a sporting activity
URG - Student absent from class due to urgent family reasons
WRK - Student is on Work Experience
SUSP - Student suspended
EXP - Student Expelled

Data Protection:

Attendance data is processed in accordance with GDPR. Parents/guardians may request access to records under Data Protection Act 2018. Data is retained for seven years and stored securely with restricted access to designated staff only.

5. INTERVENTION AND SUPPORT FRAMEWORK

Tiered Response System:

Level 1 - Early Support

Informal contact with parents/guardians by Year Head
Expression of concern and offer of support
Identification of any emerging barriers

Level 2 - Structured Support

Formal meeting with parents/guardians
Discussion of attendance patterns and underlying issues
Student voice included where appropriate
Support plan developed collaboratively
Referral to internal/external supports where appropriate (NEPS, Wellbeing Team)

Level 3 - External Reporting

Mandatory report to Túsła Educational Welfare Services
Documentation of interventions attempted
Continued school support alongside external involvement

Each case is dealt with on an individual basis and special considerations are made where appropriate e.g. Medical needs, mental health issues, family crisis etc.

6. TÚSLA REPORTING REQUIREMENTS

The school will report to Túsła Educational Welfare Services when:

A student has missed 20 or more school days (consecutive or cumulative)
Attendance patterns give cause for concern regarding welfare

Reports include attendance records, details of interventions attempted, and relevant contextual information. All reports comply with Section 21 Education (Welfare) Act 2000.

7. EXCEPTIONAL LEAVE AND APPROVED ABSENCES

Requests for exceptional leave should be submitted in writing minimum 10 days in advance. The Principal will discuss the leave with the Parents/Guardians where applicable

8. POLICY IMPLEMENTATION AND REVIEW

Communication:

Policy published on school website
Discussed with students at year commencement assemblies

Review Schedule:

Annual monitoring review
Full policy review: November 2027

Success Measures:

Improved overall attendance rates and reduced absenteeism year on year - measured on Túsla Annual Attendance Report

Reduced persistent absence (20+ days) - measured on Túsla Annual Attendance Report

Positive stakeholder feedback

This policy will be reviewed bi-annually. Feedback from students, parents, and staff will inform future development.

Policy Effective Date: 19/11/25

Next Review Date: 19/11/27

Signed: 

Date: 19/11/25

(Chairperson of Board of Management)

Signed: 

Date: 19/11/25

(Principal)